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BUREAU OF THE COMMISSION ON PHYTOSANITARY MEASURES

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IPPC SECRETARIAT

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1. Opening of the meeting

- [1] The Chairperson of the Commission on Phytosanitary Measures (CPM), Lucien KOUAMÉ KONAN, and the IPPC Secretary, Osama EL-LISSY, welcomed all participants and opened the meeting. One CPM Bureau member was participating by video link, with the other participants being present in person.
- [2] The IPPC secretary confirmed the appointment, the previous week, of Sarah BRUNEL as the lead of the secretariat's Implementation and Facilitation Unit.

2. Meeting arrangements

2.1 Election of the rapporteur

- [3] The CPM Bureau (hereafter referred to as "the bureau") elected John GREIFER as rapporteur.

2.2 Adoption of the agenda

- [4] The bureau adopted the agenda (Appendix 1), agreeing to discuss two issues under agenda item 15 (Any other business): Target 6 of a new global framework for the Convention on Biological Diversity (CBD) and an update on a recent meeting of the Committee on Sanitary and Phytosanitary Measures (SPS Committee) of the World Trade Organization (WTO). They also noted that a member of the FAO Legal Office would join the meeting for the first item under agenda item 8.

3. Administrative matters

3.1 Document list

- [5] The list of documents had been circulated and is attached to this report as Appendix 2.

3.2 Participant list

- [6] The list of participants is attached to this report as Appendix 3.

3.3 Local information

- [7] A document providing local information had been shared with bureau members.¹

4. Progress report of the IPPC Secretariat for 2022

- [8] The IPPC secretary referred the bureau to the report from the IPPC Secretariat (hereafter referred to as "the secretariat") to CPM-17 (2023),² and gave a verbal update to supplement this.
- [9] The IPPC secretary updated the bureau on internal staffing matters, including the move towards an increased presence in the office after the lifting of COVID-19 restrictions, improvements to internal communications, discussions with FAO about making some of the consultant positions permanent, and potential ways of reducing disruption to secretariat activities when staff leave, particularly as the period of notice for consultants is very short. He explained that there was an increasing appreciation within FAO that the IPPC was a convention, not just a unit within FAO. Looking ahead, he informed the bureau that plans for the 2023 International Day of Plant Health were well underway, with a combination of in-person and virtual events planned, although there was still some work to do on the communications aspects.

¹ Local information for meeting participants: Rome, Italy: www.ippc.int/en/publications/1034

² CPM 2023/05.

- [10] The IPPC secretary gave an update on discussions regarding the submission by the Economic Community of West African States (ECOWAS) to become a regional plant protection organization (RPPO). Following CPM-16 (2022), a meeting had been convened in Rome in June 2022 for representatives from ECOWAS, the African Union’s Inter-African Phytosanitary Council (IAPSC) and the African Union, with the CPM chairperson and IPPC secretary also in attendance. This had resulted in tentative agreement that Africa would have only one RPPO, which would be IAPSC; the RPPO would work closely with ECOWAS and the other regional economic communities in Africa; and ECOWAS would continue to work with member countries at the regional level. Two action points had emerged: the secretariat had been asked to prepare a vision, to be followed by concept notes, for a phytosanitary programme for Africa to empower national plant protection organizations (NPPOs) to address phytosanitary issues in the most effective way; and the secretariat would engage with ECOWAS and the African Union Commission to see whether they agreed with the proposed approach. The IPPC secretary explained that, when informed of the proposals, the African Union Commission had expressed support for the proposed phytosanitary programme and had formally requested to be a partner; however, they did not support ECOWAS becoming an RPPO, as their preference was to have only one RPPO, IAPSC, for Africa. The IPPC secretary informed the bureau that the secretariat was still in the process of reaching out to ECOWAS, but support for the proposed phytosanitary programme had been expressed by some NPPOs in Africa and representatives from African countries were invited to a meeting during the week of CPM-17 to consider next steps and discuss concerns. Several stakeholders had already expressed interest and support for the programme, which was global in ambition but starting in Africa.
- [11] The CPM chairperson thanked the secretariat and invited comments.
- [12] One bureau member asked whether financial resources for the work programme could be better leveraged by adjusting communications to place greater emphasis on the role that plant protection plays in protecting global biodiversity. The IPPC secretary agreed that there was a need to convey the fact that the work of the IPPC community also protects the environment and suggested that the secretariat should refer to plant-health “emergencies”, as this might help mobilize resources. He referred to the recent case of *Fusarium oxysporum* f. sp. *cubense* Tropical Race 4 (TR4) in the Bolivarian Republic of Venezuela, where emergency funds from FAO had been released to help the situation.
- [13] Regarding the ECOWAS request to be an RPPO, the IPPC secretary relayed the advice from the FAO Legal Office that, as the areas of disagreement were political rather than technical, they should be resolved within Africa before the matter is brought before the CPM again. He also commented on the need to be sensitive to the concerns of both ECOWAS member countries and the African Union.
- [14] The bureau asked about the prospects for resolving the issues of staff turnover and the IPPC secretary commented that he saw grounds for optimism from the discussions with FAO. The bureau expressed their support for the IPPC secretary’s efforts to stabilize the workforce.
- [15] The bureau:
- (1) *requested* that the secretariat provide a staff chart distinguishing between permanent and non-permanent staff, as the existing chart understated the dire staffing situation of the secretariat.

5. Review of previous bureau meeting reports (October 2022 and December 2022)

- [16] The CPM bureau reviewed the progress of actions arising from the October 2022 and December 2022 bureau meetings.³
- [17] The bureau noted that, further to the December meeting, the chairperson of the Focus Group on Sea Containers had tried to resolve concerns that had been raised by one representative on the IPPC Container Cleanliness Industry Advisory Group about obstacles to industry input into the process. Although the issue had not yet been resolved, the focus group chairperson hoped that the side session

³ CPM Bureau meeting reports: <https://www.ippc.int/en/core-activities/governance/bureau>

on sea containers at CPM-17 (2023) and a workshop being planned for later in 2023 would provide ample opportunity for industry engagement and input.

[18] The bureau:

(2) *noted* the progress of actions arising from the October 2022 and December 2022 bureau meetings.

6. Logistics arrangements for CPM-17

[19] The secretariat referred bureau members to the schedule for CPM-17 (2023),⁴ and outlined the logistical arrangements.

[20] The secretariat updated the bureau on current registration numbers, with almost 400 participants registered from over 120 countries and 21 observer organizations, which meant that the CPM meeting would be quorate.

[21] The secretariat informed the bureau that the intention was for the CPM session to be paperless, in accordance with FAO policy on paperless meetings, with the report being made available electronically in advance of the adoption session and then projected on screen during the adoption session for amendments to be made live on screen. The bureau expressed concern about the lack of print copies as there had been no advanced notice about this and participants would be expecting to receive print copies. The bureau also noted that, if the changes made during the adoption session are made live on screen, it would be particularly important to emphasize that editorial amendments should be emailed to the secretariat for incorporation after the close of CPM-17 rather than being raised as an intervention in the adoption session. The secretariat undertook to investigate the logistics involved in providing print copies, including the consequential changes to the translation schedule, and reported back later in the meeting that a limited number of printed copies could be made available, including one copy in English for each delegation plus some copies in the other FAO languages. The report would, however, need to be produced in two parts. The electronic version of the report would be available in Word format to allow participants to mark the text up with their proposed amendments. The next CPM session, CPM-18 (2024) would then move to being completely paperless, in accordance with FAO policy.

[22] The secretariat informed the bureau that the CPM-17 app was now available and that there would be a live webcast of the proceedings each day. There would also be a video booth for participants to “have their say” on plant health.

[23] The CPM chairperson thanked the secretariat and invited comments on the logistics.

[24] The bureau noted that, in some CPM-17 papers, the recommended decision points were distributed throughout the paper rather than being presented at the end, which made it more difficult for participants to refer to them during the CPM-17 session. The bureau suggested that, in future, all decision points should be presented or collated at the end of CPM papers. The secretariat noted this.

[25] The bureau:

(3) *noted* the CPM-17 schedule; and

(4) *noted* the arrangements for provision of print copies of the draft CPM report for adoption and the plan for CPM-18 (2024) to be completely paperless.

7. Review of the CPM-17 agenda: items with key issues for consideration

[26] The secretariat referred the bureau to the agenda for CPM-17 (2023),⁵ and confirmed that all the papers for the meeting, in all FAO languages, had been posted, apart from a few conference room papers.

[27] **Election of the rapporteur.** The secretariat suggested that it would be preferable for the CPM to select a rapporteur with previous experience and English as a mother tongue, and preferably to elect one

⁴ CPM-17 (2023) schedule: CPM 2023/INF/01.

⁵ CPM 2023/03; CPM 2023/INF/01.

rapporteur rather than two as this would allow quicker clearance of the report. Bureau members shared the details of participants who may be willing to be nominated as rapporteurs and suggested that there be two rapporteurs – a lead rapporteur and an assistant – to encourage new rapporteurs to take on the role and build their skills.

- [28] **Establishment of the Credentials Committee.** The secretariat confirmed that CPM practice has been for the Credentials Committee to consist of one member per FAO region plus one bureau representative. The FAO Legal Office, however, had advised that this composition was not an FAO rule but just an IPPC practice.
- [29] The secretariat confirmed that the FAO Legal Office had advised that if participants have submitted their credentials electronically, there was no need to also present the original print copy.
- [30] **Sea containers.** The bureau agreed that it would be preferable for the two agenda items concerning sea containers to be considered together. The bureau noted that there may be a lengthy discussion about the draft revision of the CPM recommendation on *Sea containers* (R-06). Some contracting parties were concerned about the lack of published evidence about the risk posed by sea containers, the relationship between risk and measures, or issues with legal authority at borders. However, the bureau noted that these concerns should only relate to a standard, not a CPM recommendation, as CPM recommendations do not place any obligations on contracting parties. Also, the CPM was only being asked to approve the draft recommendation for consultation, not to adopt it. The bureau recalled that CPM-11 (2016) had “recognized the risk of pests and regulated articles, other than cargo, that can be moved with sea containers” and that CPM-16 (2022) had agreed to revise the CPM recommendation,⁶ so the draft revision of the CPM recommendation was only following previous CPM decisions. They supported the proposal that this draft should be submitted for consultation as a way of building consensus and allowing contracting parties to express their concerns and ideas.
- [31] **Sustainable funding of the IPPC ePhyto (Electronic Phytosanitary Certificate) Solution.** The secretariat commented that this agenda item may potentially prompt a lengthy discussion. The secretariat emphasized that it was important to have a funding mechanism in place, even if discussions with FAO about potential FAO funding were running in parallel. The bureau recognized that some contracting parties may need further time to obtain authority to support one of the funding options being proposed or to seek legal advice, but that it was also essential to reach agreement on the scope of the costs to be covered by the funding mechanism and the basis by which those costs are allocated to contracting parties. If agreement on those aspects could be reached, then the bureau and secretariat could present a proposed mechanism to the Strategic Planning Group (SPG) in 2023 and then to CPM-18 (2024) for adoption, which would mean that the mechanism would be in place in time for 2025. The secretariat confirmed that funding was in place to the end of 2024 and asked bureau members to remind their regions that countries that are currently donating may continue to contribute.
- [32] **Friends of the Chair meetings.** The bureau discussed which agenda items may need a Friends of the Chair meeting and agreed that it would be preferable for the agenda item on the observer policy for such meetings to be considered on the first day of the CPM session, so that the new policy could be used at this CPM session.
- [33] **Authority for secretariat to invite new observers.** The bureau considered whether authority could be granted to the secretariat to grant permission for new observers to attend CPM meetings, rather than such permission requests having to come to the bureau for approval. They recognized that this would increase efficiency but also recalled that, according to the CPM rules of procedure, international non-governmental organizations that had not been granted formal status by FAO could only participate as observers if, in the judgment of the IPPC Secretary and the bureau, there are concrete reasons for allowing their participation which would forward the work of the commission.⁷ Acknowledging that the bureau may also be in a better position than the secretariat to make such judgements, given their

⁶ CPM-11 (2016), agenda item 14; CPM-16 (2022), agenda item 11.3.

⁷ CPM rules of procedure, Rule 7(5).

knowledge of the organizations in their regions, the bureau agreed that no changes should be made to the current procedure.

[34] **Any other business.** The bureau discussed possible items that may be raised under the “Any other business” item of the CPM-17 agenda. They recalled that, at previous CPM sessions held in person, there had been an agenda item in which contracting parties could share successes and challenges, and there had also been a science session. The bureau suggested that these elements could perhaps be reinstated in the agenda for next year’s CPM session.

[35] In the context of countries sharing experience, the bureau noted that it may be useful for countries who are successfully operating e-commerce to share their experience. Suggestions included holding a webinar once the IPPC e-commerce guide is published, during which participants could share their experiences; or regions could invite e-commerce experts to speak at their regional workshop; or a side session on e-commerce could be held at CPM-18 (2024). The secretariat noted that an IPPC Observatory study on e-commerce was forthcoming.

[36] The bureau:

- (5) *agreed* that there was no need for the Credentials Committee to include a member of the bureau and that they would consider at their meeting in June whether a Credentials Committee was needed at all;
- (6) *supported* the proposal that the draft revision of the CPM recommendation *Sea containers* (R-06) should be submitted for consultation;
- (7) *agreed* some recommended changes to the order of CPM-17 agenda items, to be proposed by the CPM chairperson during the agenda item on adoption of the agenda;
- (8) *agreed* that the meeting of the bureau before the last afternoon of CPM-17 would be for both the old bureau and the new bureau as elected by CPM-17, to effect a smooth handover, and that individuals nominated for bureau membership could attend the CPM meetings during CPM-17 as observers; and
- (9) *requested* that the secretariat note decision 8 above and the suggestions made about future CPM meetings and bring these to the attention of the bureau when considering the agenda for CPM-18 (2024).

8. Other key issues to be considered by the bureau

8.1 Postponement of CPM-17 paper on disclaimer for CPM recommendations, IPPC guides and training materials

[37] A member of the FAO Legal Office joined the bureau meeting for this agenda item.

[38] The CPM chairperson recalled the suggestion by the SPG in 2022 that a disclaimer be drafted for inclusion in CPM recommendations and that this should be presented to the CPM.⁸ He explained, however, that although a disclaimer had subsequently been drafted and a CPM paper prepared,⁹ the FAO Legal Office had advised that the paper not be tabled at CPM-17 (2023).

[39] The FAO Legal Office representative explained that, from a legal perspective, there were two concerns with the proposed wording of the disclaimer. The first was that it said that CPM recommendations are not interpretations of the IPPC. This was in apparent contradiction of Article XI.2(g) of the IPPC, which says that one of the functions of the CPM is to “adopt such recommendations for the implementation of the Convention as necessary”. The second concern was that the proposed wording said that CPM recommendations do not provide guidance on the implementation of the IPPC. In the view of the FAO Legal Office, it would be difficult to argue that CPM recommendations do not provide guidance. The legal representative also suggested that the bureau may wish to consider the status of other materials

⁸ SPG 2022, agenda item 8.3.

⁹ 04_Bureau_2023_Mar.

available on the International Phytosanitary Portal (IPP) in the context of the WTO Agreement on the Application of Sanitary and Phytosanitary Measures, as it is possible that contracting parties would refer to such material when trade disputes arise. In particular, she suggested that the bureau consider the status of IPPC guides and training materials, as these do not have the same process of review as standards.

- [40] Bureau members made suggestions as to possible amendments to the disclaimer wording to address these concerns. There was a general consensus that the text regarding interpretation of the IPPC and provision of guidance could be omitted. Suggestions to amend the text about obligations included leaving it as it is (“recommendations do not place obligations on contracting parties”) and alternatives such as “recommendations should not be interpreted as placing obligations” or “recommendations are not considered to place obligations” with the possible addition of “recommendations do not contain or prescribe phytosanitary measures”.
- [41] The legal representative commented that the language used in the text of the CPM recommendation itself was also important, because words such as “should” and “urge” could imply obligations: the Spanish version of the CPM recommendation on *Replacement or reduction of the use of methyl bromide as a phytosanitary measure* (R-03), for example, said that the CPM *urged* contracting parties to do something. The bureau noted that the word “encourage” had been used instead of “should” in more recent CPM recommendations, but acknowledged that there are sometimes inadvertent differences in the strength of the words used between the different language-versions of a draft CPM recommendation.
- [42] The legal representative asked why the disclaimer needed to be submitted to the CPM for approval, given that the wording of FAO disclaimers does not need to go to the FAO Council for approval. The bureau agreed, however, that bringing the disclaimer wording to the CPM for approval would make the purpose and status of CPM recommendations clear to all contracting parties.
- [43] The secretariat asked the legal representative to clarify whether contracting parties are legally obliged to observe and implement adopted international standards. One of the bureau members cited legal advice received by one contracting party, which was that the IPPC is binding but not standards. The legal representative commented that contracting parties are obligated to take into account international standards according to the Spanish version of the IPPC (Article X(4)) but not according to the English version.
- [44] Given the short amount of time before CPM-17 and the need to consider both the draft wording for CPM recommendations and the status of other material on the IPP, the bureau agreed to withdraw the proposed CPM paper from CPM-17 and work on it further, with a view to submitting a revised paper to the SPG later in 2023 and then CPM-18 (2024).
- [45] The bureau:
- (10) *agreed* to withdraw the proposed CPM-17 paper on a disclaimer for inclusion in CPM recommendations and to work further on it, with a view to submitting a revised paper to the SPG later in 2023 and then CPM-18 (2024).

8.2 Discussion on criteria for travel funding

- [46] The secretariat explained that clarification was needed on the application of the criteria for prioritizing participants’ financial assistance to attend IPPC meetings. The current policy was to use the World Bank criteria, under which participants from the top 28 countries ranked by gross national income per capita would usually not receive funding.¹⁰ However, it was not clear what happened when the ranking of a country changed after a person had made a commitment to participate in a CPM body. The secretariat proposed that the World Bank criteria should be applied on an annual basis; in subsequent years, it would therefore be the latest criteria that would apply rather than the criteria at the time the member

¹⁰ 06_Bureau_2023_Mar.

signed their statement of commitment. The secretariat provided a draft amendment to the statement of commitment that nominees to CPM bodies are required to sign, for consideration by the bureau.¹¹

[47] The secretariat confirmed that some flexibility in the application of the criteria is required to allow, for example, a quorum to be maintained on a particular CPM body or to retain particular expertise. The bureau noted that such flexibility may also be useful to allow retired experts to participate, but that caution needed to be exercised to avoid perceptions of undue bias.

[48] The bureau agreed to the principle proposed by the secretariat and also agreed that the second sentence of the proposed amendment should be omitted, because the preceding sentence already made it clear that the latest World Bank criteria would be used.

[49] The bureau:

(11) *agreed* to amend the statement of commitment that nominees to CPM bodies are required to sign as discussed at this meeting (Appendix 4).

9. CPM bureau, Standards Committee and Implementation and Capacity Development Committee members and potential replacement members

[50] The secretariat referred the bureau to the CPM papers concerning the election of a new bureau and of new members of the Standards Committee (SC) and Implementation and Capacity Development Committee (IC),¹² and updated the bureau on nominations received to date and those that were still awaited.

[51] **Technical panels.** One bureau member asked whether, when members of technical panels are invited to serve another term, the procedure required the member's NPPO to be informed before the term was extended. The secretariat confirmed that the panel member was required to submit a statement of commitment that their organization would support their participation and this had to be signed by their supervisor; the form was then considered by the SC. The bureau member suggested that, in future, the invitation to extend the term of the panel member is sent to the IPPC contact point for the country, although the CPM chairperson pointed out that the first step would still need to be to confirm the willingness of the panel member. The secretariat confirmed that panel members would have been nominated by their NPPO when first appointed, so the question just related to extensions of those terms.

[52] **IC membership.** One bureau member expressed surprise that the recent e-decision on IC membership had operated as a simple majority vote, as the member had expected that the decision would be reached by consensus and if consensus was not reached then there would be a discussion. The member suggested, therefore, that in any future such e-decisions, it should be clear whether the vote was to *inform* a decision or to *make* a decision. The secretariat clarified that a consultation had been held with the IC chairperson, as per the procedure, and an e-decision had been posted in this case because delays in receiving one vote had meant that it could not be discussed at the relevant meeting.

[53] The bureau:

(12) *agreed* that invitations to technical panel members to extend their terms would be sent to the official IPPC contact point for their country and the official contact for their region; and

(13) *confirmed* that decisions on IC membership would be reached by consensus and *agreed* that, where a decision by consensus was not possible and a majority vote had to be used, this should be explained at the outset of the vote.

¹¹ 07_Bureau_2023_Mar.

¹² CPM 2023/30; CPM 2023/27; CPM 2023/31.

10. CPM focus group membership

10.1 Selection of member for CPM Focus Group on Safe Provision of Food and Other Humanitarian Aid

- [54] Lucien KOUAMÉ KONAN, the bureau representative on the CPM Focus Group on Safe Provision of Food and Other Humanitarian Aid, presented a paper proposing the selection of an additional member of the focus group.¹³
- [55] The bureau considered the curriculum vitae of the nominated expert, who was from the Latin America and Caribbean region.
- [56] The bureau noted with regret the continued lack of response from the United Nations World Food Programme to nominate an expert to participate as an observer in the focus group, despite repeated approaches from the secretariat.
- [57] The bureau:
- (14) *selected* Nelson LAVILLE (Dominica) to be part of the CPM Focus Group on Safe Provision of Food and Other Humanitarian Aid.

10.2 Confirmation of new member for the CPM Focus Group on Climate Change and Phytosanitary Issues

- [58] Samuel BISHOP, the bureau representative on the CPM Focus Group on Climate Change and Phytosanitary Issues, referred the bureau to a recent exchange of email correspondence within the bureau to select a new representative from the Latin America and Caribbean region to join the focus group. The new member would replace the previous member from that region. The email selection process had closed on 27 February, with unanimous approval of the nominee from bureau members.
- [59] The bureau:
- (15) *confirmed* the selection of Erika MANGILI ANDRÉ (Brazil) as a member of the CPM Focus Group on Climate Change and Phytosanitary Issues.

Post CPM-17 (2023) session

11. Introduction of new bureau members

- [60] The outgoing CPM chairperson and the newly elected CPM Chairperson, Greg WOLFF, welcomed everyone to this session of the bureau. The session was being held in person but with one of the new bureau members participating by video link.
- [61] The outgoing and the newly elected bureau members introduced themselves.

12. Issues arising from CPM-17 (2023) for bureau action

- [62] **Programme manager for delivery of the Strategic Framework implementation plan.** The secretariat confirmed that they would consider the proposed programme-manager position alongside the ongoing review of how to stabilize the staffing position.
- [63] **Investment prospectus for each of the Strategic Framework development agenda items (SFDAs).** The chairperson of the former CPM Focus Group on Implementation of the Strategic Framework 2020–2030 Development Agenda Items confirmed that the focus group's intention in the CPM paper had been for there to be only one prospectus, which would cover all SFDAs. He added that all the information needed for the prospectus was in the overarching implementation plan.

¹³ 05_Bureau_2023_Mar.

- [64] **Legal status of ISPMs.** Referring to the intervention at CPM-17 (2023) concerning the legal status of ISPMs, the bureau recalled the comments from the FAO Legal Office representative in agenda item 8.1 of this meeting about the differences between the different language versions of the IPPC. The bureau acknowledged that, given that the differences related to the level of obligation in an international treaty, the text in question could not simply be changed as a translation amendment. The bureau therefore agreed that, at their June meeting, they would consider the terminology used in the different language versions of the IPPC to express the level of obligation but that legal advice would also be needed.
- [65] **Focus groups for global phytosanitary research coordination and diagnostic laboratory networking.** The bureau recalled that the aim was for the Focus Group on Global Phytosanitary Research Coordination to be established in time to benefit from synergies with the new EUPHRESKO project as well as leverage EUPHRESKO to meet IPPC's research coordination objectives going forward. The Bureau also confirmed that the Focus Group on Diagnostic Laboratory Networking should be established in time for the group to guide or participate in the work of consultant on this topic who would soon be engaged.
- [66] **Exploring FAO funding for the ePhyto Solution.** The bureau noted that, to facilitate approaches to FAO on funding, it would be useful to know the timing of relevant FAO committees and to inform and encourage CPM members to promote increased IPPC funding among their Permanent Representatives to the FAO.
- [67] **Additional information and proposals on ePhyto funding.** The bureau expressed their hope that the CPM Focus Group on Sustainable Funding of the IPPC ePhyto Solution could look at any information or proposals submitted by the end of April, so that the bureau could consider the matter at their June meeting, the SPG consider it at their meeting in October, and a revised proposal be submitted for CPM decision-making in 2024.
- [68] **Extension of the mandate of the CPM Focus Group on Sustainable Funding of the IPPC ePhyto Solution.** The bureau recognized the need to confirm the membership of the focus group, now that the CPM had extended its mandate for another year, including confirming that existing members are willing to continue and seeking new members for those regions not currently represented.
- [69] **Study and survey on antimicrobial resistance.** The secretariat explained the process for setting up the study and that the funds committed by the Republic of Korea may be used towards it. The secretariat confirmed the questions to be included in the survey.
- [70] **Terms of reference for the Dispute Settlement Oversight Body.** The bureau agreed to defer starting on development of these terms of reference until their June meeting.
- [71] ***Fusarium oxysporum* f. sp. *cubense* Tropical Race 4.** One bureau member raised a concern about whether the coordination of global action on this pest should fall to the secretariat, given that there was already an IC Team on TR4. The secretariat explained that the terms of reference for the IC team do not include coordinating global action on it. One member of the bureau commented that tackling this pest would require work from the secretariat, FAO and contracting parties. The bureau agreed to consider the matter at their June meeting.
- [72] The bureau:
- (16) *agreed* that they would send to the secretariat by the end of April suggestions for questions to put to the FAO Legal Office regarding levels of obligations presented by different IPPC documents (particularly CPM recommendations and IPPC guides and training materials) as well as the different language versions of the IPPC (including discrepancies that may exist between English and Spanish terms regarding "should"), *requested* that the secretariat then seek advice from the FAO Legal Office on these questions, and *agreed* to consider the outcome at their June meeting;
 - (17) *requested* that the secretariat draft terms of reference for the CPM Focus Group on Global Phytosanitary Research Coordination and the CPM Focus Group on Diagnostic Laboratory Networking for consideration by the bureau at their June meeting;

- (18) *requested* that the secretariat circulate to the bureau the timings of FAO committees that may be relevant when seeking additional funding for the IPPC ePhyto Solution;
- (19) *requested* that the secretariat circulate the terms of reference for the CPM Focus Group on Sustainable Funding of the IPPC ePhyto Solution to bureau members and *agreed* that bureau members would then confirm whether the focus group member from their region was willing to continue or (if there was no focus group member from their region) advise the bureau of a suitable nominee from their region; and
- (20) *agreed* that Diego QUIROGA (the bureau member for Latin America and Caribbean) would work with the secretariat to prepare a paper on *Fusarium oxysporum* f. sp. *ubense* Tropical Race 4 for the June meeting of the bureau.

13. Arrangements for bureau activities in 2023

[73] The bureau agreed that the areas of responsibility among the bureau would be as follows:

Assessment and management of climate-change impacts on plant health	Samuel BISHOP (Europe)
Harmonization of electronic data exchange	Peter THOMSON (replacement bureau member for Southwest Pacific)
Commodity- and pathway-specific ISPMs	Samuel BISHOP (Europe)
Management of e-commerce and postal and courier pathways	Diego QUIROGA (Latin America and Caribbean)
Developing guidance on the use of third-party entities	Greg WOLFF (North America)
Strengthening pest outbreak alert and response systems	Jan Hendrik VENTER (Africa)
Global phytosanitary research coordination	Mamoru MATSUI (Asia)
Laboratory diagnostic networking	Jan Hendrik VENTER (Africa)
Head of Finance Committee	Gabrielle Vivian SMITH (Southwest Pacific)
Standards Committee	Samuel BISHOP (Europe)
Implementation and Capacity Development Committee	Greg WOLFF (North America)
Task Force on Topics	Diego QUIROGA (Latin America and Caribbean)
CPM Focus Group on the Sustainable Funding of the IPPC ePhyto Solution	Peter THOMSON (replacement bureau member for Southwest Pacific)
CPM Focus Group on Sea Containers	Greg WOLFF (North America)
CPM Focus Group on Safe Provision of Food and Other Humanitarian Aid	Gabrielle Vivian SMITH (Southwest Pacific)
Africa Phytosanitary Programme	Jan Hendrik VENTER (Africa) (with involvement of the CPM chairperson)

[74] The bureau:

- (21) *agreed* the bureau representatives and leads as discussed at this meeting.

14. Planning for June 2023 bureau meeting

[75] The bureau:

- (22) *agreed* that the agenda for their June meeting would include the following items:
- whether to have a Credentials Committee,
 - stabilization of the secretariat staffing position (move from consultant contracts to regular-programme positions),
 - review of situation regarding intersessional decisions on behalf of the CPM that was introduced during the COVID-19 pandemic,

- FAO legal advice on levels of obligation in the IPPC convention text itself in different languages, and as presented by different IPPC guidance documents,
- disclaimer in CPM recommendations (including FAO legal advice),
- ePhyto funding,
- TR4 coordination,
- terms of reference for the Dispute Settlement Oversight Body,
- terms of reference for the CPM Focus Group on Global Phytosanitary Research Coordination and the CPM Focus Group on Diagnostic Laboratory Networking,
- discussion on whether the number of focus groups established by the CPM should be limited,
- antimicrobial resistance,
- printing of the CPM report for CPM-18 (2024) onwards,
- printing new copies of the IPPC in green book format, and
- process for new countries to become signatories to the IPPC (secretariat to provide confirmation of the process).

15. Any other business

Pre-CPM-17 session

Convention on Biological Diversity, Target 6

- [76] One bureau member raised a concern about one of the targets included in the Kunming–Montreal Global Biodiversity Framework, agreed at the fifteenth meeting of the CBD Conference of the Parties in December 2022. Target 6 in the framework was concerned with the management of pathways for the introduction of alien species and the prevention of, or reduction in, the introduction and establishment of invasive alien species. The concern was that it had been agreed around 20 years ago that the IPPC was the vehicle by which the global spread of plant pests would be reduced. The bureau member therefore asked to what extent the IPPC Secretariat had been engaged with the development of Target 6.
- [77] The secretariat outlined the extent of their engagement with the CBD Secretariat, with input possible through two channels: through the FAO Biodiversity Group and through the IPPC Secretariat’s direct contact with their CBD counterparts. The first of these had more impact but the input may not always accord entirely with that proposed by the IPPC Secretariat. The two secretariats had a Memorandum of Understanding, but the collaboration had not been particularly fruitful to date. One potential benefit of the collaboration was that, by virtue of the IPPC Secretariat’s membership of the Liaison Group of Biodiversity-Related Conventions, NPPOs had access to funds from the Global Environment Facility. However, the process to do this was not straightforward and no NPPO had actually accessed these funds. The IPPC Secretariat commented that engagement with CBD work could consume all their time with no tangible results.
- [78] The bureau noted that improved communication within the IPPC community on biodiversity issues may inform engagement with the CBD agenda. However, they also recognized that the CPM had only recently adopted a ten-year strategic framework and the focus of the CPM should be on that and on communicating plant-health messages clearly.
- [79] The bureau also noted that the targets set in Target 6 (e.g. 50 percent reduction in the rates of introduction and establishment of non-priority invasive alien species by 2030) were unrealistic.

Printing of the convention

- [80] One bureau member suggested that the English version of the IPPC be reprinted, as the English version now appeared to be out of stock. The bureau acknowledged that having a printed copy can be useful when engaging with other organizations.

Data on food losses

- [81] The secretariat appealed to bureau members to advise on sources of data for more up-to-date figures on food losses caused by plant pests, as the figures currently cited in IPPC literature were probably more than ten years old and were out of date. One bureau member suggested that the IPPC Observatory could perhaps commission a study on this.

SPS Committee

- [82] The secretariat gave an update on the meeting of the SPS Committee that had been held during the same week as the bureau meeting. The five thematic working groups established to work on the themes of the 2022 SPS Declaration (MC12) had continued to discuss their respective themes and a final draft of the report outlining the key outcomes would be presented at the next meeting of the SPS Committee for approval to be presented to the next WTO ministerial conference. The potential for annual meetings of the “Three Sisters”, along with the current 25 SPS Committee observers, had been raised as part of these discussions. The Standards and Trade Development Facility and the WTO had also indicated that they would like additional time for their presentation during CPM sessions.
- [83] One bureau member asked how this work would affect the IPPC Secretariat in terms of volume of work. The secretariat replied that there was unlikely to be a big demand for input, although the possibility of exploring dispute settlement had been discussed. The bureau noted that it could be useful for the three secretariats to explore in greater depth what could be done jointly, although they acknowledged a point made by the secretariat that joint work may be better done in the context of the Standards and Trade Development Facility. The bureau noted that the IPPC Secretariat’s approaches to their counterparts in the World Organisation for Animal Health regarding sea containers had not been very fruitful. The secretariat agreed that a top-down initiative was required, but some specific, tangible recommendations would be tabled at the next WTO ministerial conference.

Post-CPM-17 session

List of CPM participants

- [84] The secretariat explained that the details on the list of participants were taken directly from the registration information provided upon registration, but they would confirm what needed to be done to ensure that participants could check their details for accuracy.

Printing of the CPM report and CPM papers

- [85] The bureau expressed concern that the lack of print copies of the draft CPM report from CPM-18 (2024) onwards would, in effect, disenfranchise those contracting parties whose delegations did not have the appropriate digital devices to view the report electronically in-session.
- [86] The bureau also noted that, if there were no longer to be any facility for printing CPM papers during CPM sessions, then it would be even more important that there were no late updates to CPM papers posted on the IPP shortly before the CPM session. The secretariat noted this and also confirmed that they would try to ensure that papers for the June meeting of the bureau were posted on the IPP at least a week before the meeting.
- [87] The bureau:
- (23) *requested* that the secretariat consider reprinting the English version of the IPPC text; and
 - (24) *requested* that the secretariat explore with FAO the possibility of providing some print copies of the draft CPM report at future CPM sessions for those delegations lacking the digital devices to view the report electronically.

16. Next meeting

- [88] The next meeting of the bureau is scheduled for 12–16 June 2023 in Rome, Italy.

17. Close of the meeting

[89] The CPM chairperson closed the meeting.

Appendix 1: Agenda

AGENDA ITEM		DOCUMENT NO.	PRESENTER
PRE CPM-17 (2023) SESSION (22-24 March 2023)			
1.	Opening of the Meeting		EL-LISSY / KONAN
2.	Meeting Arrangements		
2.1	Election of the Rapporteur		KONAN
2.2	Adoption of the Agenda	01_Bureau_2023_Mar	KONAN
3.	Administrative Matters		
3.1	Document list	02_Bureau_2023_Mar	DENG
3.2	Participants list	03_Bureau_2023_Mar	DENG
3.3	Local information	Link to the Local Information	DENG
4.	Progress Report of the IPPC Secretariat for 2022	Link to IPPC Secretariat paper CPM 2023/05 Link to 2022 Annual Report	EL-LISSY
5.	Review of Previous Bureau Meetings Reports (October 2022, December 2022)	CPM Bureau October 2022 Report CPM Bureau Dec 2022 Virtual Meeting Report	KONAN
6.	Logistic Arrangements for CPM-17	https://www.ippc.int/en/publications/91999/	DENG
7.	Review of the CPM-17 Agenda Items with Key Issues for Consideration - Selection of rapporteurs	Link to CPM-17 agenda	DENG
8.	Other Key Issues to be Considered by Bureau		
8.1	Postponement of CPM-17 paper: Disclaimer for CPM recommendations, IPPC guides and training materials	04_Bureau_2023_Mar	DENG / FAO Legal
8.2	Discussion on Criteria for travel funding	06_Bureau_2023_Mar 07_Bureau_2023_Mar	EL-LISSY
9.	CPM Bureau, SC and IC members and potential replacement members	Link to Bureau membership paper CPM 2023/30 Link to SC membership paper CPM 2023/27	DENG / NERSYSIAN / BRUNEL
10.	CPM Focus Group membership		
10.1	Selection of member for CPM Focus Group on Safe Provision of Food and Other Humanitarian Aid	05_Bureau_2023_Mar	KONAN / MOREIRA
10.2	Confirmation of new member for CPM Focus Group on Climate Change and Phytosanitary Issues (FG-CCPI)	--	BISHOP
POST CPM-17 (2023) SESSION (31 March 2023) Canada Room (A356/7)			
11.	Introduction of New Bureau Members		NEW CHAIRPERSON
12.	Issues Arising from CPM-17 for Bureau Actions		NEW CHAIRPERSON
13.	Arrangements for Bureau Activities in 2023		NEW CHAIRPERSON
14.	Planning for Bureau Meeting in June 2023		NEW CHAIRPERSON

15.	Any Other Business	<ul style="list-style-type: none">- <i>Convention on Biological Diversity, Target 6</i>- <i>Printing of the convention</i>- <i>Data on food losses</i>- <i>SPS Committee</i>	ALL
16.	Next Meeting		EL-LISSY
17.	Closing of the Meeting		

Appendix 2: List of documents

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE	DATE POSTED / DISTRIBUTED
01_Bureau_2023_Mar	2.2	Agenda	15-03-2023
02_Bureau_2023_Mar	3.1	Documents List	15-03-2023
03_Bureau_2023_Mar	3.2	Participants List	20-02-2023
04_Bureau_2023_Mar	8	Draft CPM-17 paper: Disclaimer for CPM recommendations, IPPC guides and training materials	20-02-2023
05_Bureau_2023_Mar	10.1	Selection of member for CPM Focus Group on Safe Provision of Food and Other Humanitarian Aid	24-02-2023
06_Bureau_2023_Mar	8	Criteria for travel funding	15-03-2023
07_Bureau_2023_Mar	8	Statement of Commitment	15-03-2023

Appendix 3: List of participants

Bureau members

Attending		Participant role / Region	Name, mailing address, telephone	Email address
Pre-CPM	Post-CPM			
✓	✓	Africa <i>Chairperson</i>	Mr Lucien KOUAME KONAN Inspecteur Direction de la Protection des Végétaux, du Contrôle et de la Qualité Ministère de l'Agriculture B.P. V7 Abidjan, COTE D'IVOIR	I_kouame@yahoo.fr
	✓	Africa (CPM-17 (2023))	Mr Jan Hendrik VENTER Director of Plant Health National Plant Protection Organisation Department of Agriculture, Land Reform and Rural Development Pretoria SOUTH AFRICA	JanHendrikV@Dalrrd.gov.za
✓		Asia	Mr Fuxiang WANG Deputy Director General, National Agriculture Technical Extension and Service centre (NATESC) Ministry of Agriculture Room 630, Building No. Mai Zi Dian Street Chao Yang District, Beijing 100125 CHINA	wangfuxiang@agri.gov.cn
	✓	Asia (CPM-17 (2023))	Mr Mamoru MATSUI Deputy Director Kobe Plant Protection Service, MAFF Kobe 2 nd Government building, 650-0042, 1-1, Hatoba-cho, Chuo-ku, Kobe Tel: +81-78-331-3430 Fax: +81-78-391-1757 mamoru_matsui430@maff.go.jp	mamoru_matsui430@maff.go.jp
✓	✓	Europe	Mr Sam BISHOP Head of International Plant Health Policy Department for Environment, Food and Rural Affairs York UK	sam.bishop@defra.gsi.gov.uk
✓	✓	Latin America and Caribbean	Mr Diego QUIROGA Director Nacional de Protección Vegetal SENASA ARGENTINA	dquiroga@senasa.gov.ar

Attending		Participant role / Region	Name, mailing address, telephone	Email address
Pre-CPM	Post-CPM			
✓	✓	Near East (Vice-Chairperson, CPM-17 (2023))	Mr Ahmed Kamal EL-ATTAR Head of Central Administration of Plant Quarantine Ministry of Agriculture and Land Reclamation Giza EGYPT	ippc@capq.gov.eg ; ahmadkamal-arc@hotmail.com
✓	✓	North America (Vice Chairperson)	Mr John GREIFER Assistant Deputy Administrator Plant Protection and Quarantine APHIS, USDA 1400 Independence Av. SW Washington, DC 20250 UNITED STATES OF AMERICA	john.k.greifer@usda.gov
(see below)	✓	North America (Chairperson, CPM-17 (2023))	Mr Gregory WOLFF Plant Export Division Canadian Food Inspection Agency Ottawa CANADA	greg.wolff@inspection.gc.ca
✓	✓	Southwest Pacific	Mr Peter THOMSON Director Plants & Pathways Biosecurity New Zealand - Tiakitanga Pūtaiao Aotearoa Ministry for Primary Industries - Manatū Ahu Matua TSB House 147 Lambton Quay PO Box 2526 Wellington 6140 NEW ZEALAND	Peter.Thomson@mpi.govt.nz
	✓	Southwest Pacific (CPM-17 (2023))	Ms Gabrielle VIVIAN-SMITH Chief Plant Protection Officer and First Assistant Secretary, Plant Protection & Environmental Biosecurity Division Department of Agriculture, Fisheries and Forestry GPO Box 858 Canberra ACT 2601	Gabrielle.Vivian-Smith@aff.gov.au

Secretariat / Others

Pre-CPM	Post-CPM	Region / Role	Name, mailing, address, telephone, nationality	Email address
✓	✓	IPPC Secretariat	Mr Osama EL-LISSY	Osama.Ellissy@fao.org
✓	✓	IPPC Secretariat	Mr Avetik NERSISYAN	Avetik.Nersisyan@fao.org
✓	✓	IPPC Secretariat	Mr Arop DENG	Arop.Deng@fao.org
✓	✓	IPPC Secretariat	Mr Marko BENOVIC	Marko.Benovic@fao.org
✓	✓	IPPC Secretariat	Mr Craig FEDCHOCK	Craig.Fedchock@fao.org
✓		IPPC Secretariat	Ms Adriana MOREIRA	Adriana.Moreira@fao.org
✓	✓	IPPC Secretariat	Ms Sarah BRUNEL	Sarah.Brunel@fao.org
✓		IPPC Secretariat	Mr Artur SHAMILOV	Artur.Shamilov@fao.org
✓	✓	IPPC Secretariat / Report writer	Ms Karen ROUEN	karen@karenrouen.com
✓	(see above)	North America/ Alternate member	Mr Gregory WOLFF	greg.wolff@inspection.gc.ca

Appendix 4: Statement of commitment

[Report of CPM-2 (2007), Appendix 11, updated by IPPC Secretariat 2012-11 with guidance from CPM-7 (2012); updated by the IPPC Secretariat 2015-09¹ and 2020-10-02²]

Each nominee is requested to read the information listed and referenced in Appendix 1 for the relevant body, complete and sign this statement of commitment and submit it at the same time as the nomination and CV.

1. Body (CPM Bureau, Standards Committee, Technical Panel, Expert Working Groups, Implementation and Capacity Development Committee, IC Sub-groups, Working Groups, etc.):
(Please indicate the relevant IPPC body you are being nominated for)

Expected meeting date and location, if relevant:

2. Nominee:

I have read the information listed and referenced in Appendix 1 in regards to my nomination and, if selected, agree to undertake the tasks and responsibilities involved and to commit the time required. I have also discussed with my employer the time commitment and financial resources³ required (as appropriate) to carry out my duties if my nomination is approved for the body indicated under section 1 above.

I also agree that, if I request financial assistance to attend the relevant meeting and I am eligible to receive it, I have read and will adhere to the conditions laid out in Commitment of Funded Participants section of the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* (web link provided in footnote 1).

Signature

Date

¹ 2015-09, in order to accommodate the situation where two different agencies contribute to the funding of an expert (one for salary and the other for travel), the IPPC Secretariat clarified that “financial resources” were intended for travel.

² 2020-10, in order to apply this form to all bodies and clarify 4. Authorization (financial resources)

³ As recommended by the second session of the Interim Commission on Phytosanitary Measures (1999), whenever possible, those participating in IPPC 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 (see below section “4. Authorization (financial resources)”).

The statistical information in place at the time of signing this statement of comment will be applied for the duration of the term of membership in the relevant IPPC body.

3. Authorization (time):

I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate time will be allocated to allow the nominee to undertake the tasks and responsibilities involved and commit the time required. I have the authority from my organization to authorize this and understand the time commitment required to carry out these duties.

 Name, Title (Supervisor) (please print)

 Address (Supervisor)

 Phone (Supervisor)

 Email (Supervisor)

 Signature (Supervisor)

 Date

4. Authorization (financial resources)⁴:

4.1 I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate financial resources will be allocated to allow the nominee to undertake the tasks and responsibilities involved. I have the authority from my organization to authorize this and understand the financial resources required (as appropriate, see footnote 1) to carry out these duties.

OR

4.2 I have read the Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat and the nominee is eligible for travel assistance (airfare and/or DSA), considering that evidence of effort will be presented to the IPPC Secretariat, indicating that no other funds were available, and that the Secretariat should try to allocate appropriate funds, if available. I note that each year the IPPC Secretariat will apply the latest released World Bank Criteria used for prioritizing participants' assistance prior to arranging travel and based on availability of funds for meetings.

⁴ The organization that employs an IPPC meeting participant is responsible for funding the travel and daily subsistence allowance for that person to attend. If the employer is unable to allocate sufficient funds, participants are first encouraged to seek assistance from sources other than the IPPC Secretariat. Where such demonstrated efforts to secure assistance have been unsuccessful, requests for assistance (i.e. travel and subsistence costs) from the IPPC Secretariat may be made. However, any support is subject to available funds. Requests for assistance will be assessed by the *Criteria used for prioritizing participants to receive travel assistance to attend meetings* organized by the IPPC Secretariat that is in place at the time this statement of commitment (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>).

Contact information same as per point 3 (if this is the case, still add signature and date below).

Name, Title (please print)

Address

Phone

Email

Signature _____ Date _____

Contact details for nominee:
Name: (LAST NAME in upper case, given names in lower case)
E-mail:
Phone:
Fax:
Mailing address:

APPENDIX 1**General membership duties relevant to all bodies:**

- allocate time, as appropriate, for travel to the meeting, attendance in the meeting including virtual meetings and follow-up activities, as necessary
- consult and liaise with relevant national and international experts, as appropriate
- read all meeting documents prior to the meeting and provide discussion papers and/or comments, if necessary
- maintain a functioning e-mail address and participate in any scheduled electronic discussions or conference calls occurring outside of the meeting dates and times, if necessary
- participate as an individual expert in a personal capacity
- participate in relevant meetings for the duration of the term and participate in virtual meetings, some of which may take place outside local daytime hours, in order to accommodate the participation from multiple time zones
- if unable to attend the meeting, provide written notification to the IPPC Secretariat well in advance and before travel arrangements have been made
- use web based tools as appropriate (Adobe Connect, Zoom, MS Teams, e-mail, Online Comment System, Skype, e-forums, e-decisions, Google Docs, etc.)
 - other specific details may be found in the IPPC Procedural Manual for Standard Setting (<https://www.ippc.int/core-activities/ippc-standard-setting-procedure-manual>) or Implementation and Capacity Development (<https://www.ippc.int/en/publications/86954/>).

Note: for authors of diagnostic protocols, there is generally no attendance to meetings.

CPM Bureau member duties, in addition to the above general duties;

- participate in relevant IPPC Regional Workshops
- participate for the entirety of the two-year term, as appropriate
- other duties as assigned.

Further details are provided in the following documents, found on the IPP:

- Rules of Procedures of the Commission on Phytosanitary Measures (including Rules of Procedure for the Bureau of the CPM)

Standards Committee (SC) member duties, in addition to the above general duties:

- attend two to three SC meetings annually at FAO headquarters
- participate in relevant IPPC Regional Workshops for reviewing draft ISPMs
- participate for the entirety of the three-year term, as appropriate
- other duties as assigned.

Further details are provided in the following documents, found in the IPPC Procedural Manual for Standard Setting:

- Terms of reference and Rules of procedure for the SC
- Guidelines on the duties of SC members
- Guidelines on the role and responsibilities of a steward of an ISPM

Stewards

Assistant Steward will assist the Steward and take over the duties of the Steward if needed. The Assistant Steward is not expected to attend the meetings.

If the member agrees to be a Steward they:

For an expert drafting group:

- agree to represent the SC throughout the standard setting process of the draft ISPM, including reviewing comments and revising draft standards in track changes at various stages in the standard setting process as described in the IPPC procedural manual. In some cases, this will involve reviewing a large number of comments and providing responses to these comments in a very short, pre-determined time period.
- agree to prepare relevant SC documents and attend SC meetings (possibly virtually) where the draft standard will be discussed

For a technical panel:

- agree to provide advice and guidance to the panel members and IPPC Secretariat on various issues related to the relevant panel, take decisions on behalf of the panel, represent the panel at all SC meetings and attend all annual technical panel meetings

Technical panel member duties, in addition to the above general duties:

- attend at least one annual meeting and multiple virtual meetings (not to exceed one per month)
- participate in the technical panel for the full duration of the five year term
- other duties as assigned

- Technical panel on diagnostic protocols (TPDP) members agree to ensure that the development of individual diagnostic protocols (DPs) assigned to them is progressing, communicate and exchange with lead authors and editorial teams as necessary, and intervene, as appropriate, to ensure DPs are developed and reviewed as agreed in the TPDP work plan. Provide updates to the IPPC Secretariat on each DP as requested.
- Technical panel on phytosanitary treatments (TPPT) members agree to ensure work is progressing in the development of the phytosanitary treatments (PTs) assigned to them and intervene, as appropriate, to ensure PTs are developed and reviewed as agreed in the TPPT work plan. As TPPT lead for each PT, provide written updates to the IPPC Secretariat on each PT prior to each virtual meeting (monthly to quarterly).

Further details are provided in the IPPC Procedural Manual and on the IPP (www.ippc.int):

- Terms of reference and Rules of procedure for TPs
- Guidelines for the composition and organization of expert working groups
- Guidelines for the operation of expert working groups.
- Specifications

Expert working group (or focus group) member duties, in addition to the above general duties:

- attend at least one meeting and, if required, multiple virtual meetings (not to exceed one per month)
- other duties as assigned.

Further details are provided in the IPPC Procedural Manual:

- Guidelines for the composition and organization of expert working groups
- Guidelines for the operation of expert working groups.

Diagnostic protocols lead authors and editorial team members duties, in addition to the above general duties:

- Lead authors and members of an editorial team agree to fully participate in the development of each DP and to respond to comments and revise the DP as appropriate until adoption.
- Lead authors agree to conduct regular consultations with the editorial team members via phone, e-mail or virtual tools, to ensure liaison with the discipline lead, and to inform the discipline lead of any change impacting the development of their protocols.

Further details are provided in ISPM 27 (*Diagnostic protocols for regulated pests*) and the IPPC Procedural Manual:

- Instructions to authors of diagnostic protocols.

Implementation and Capacity Development Committee (IC) member duties, in addition to the above general duties:

- participate in relevant IPPC Regional Workshops
- participate for the entirety of the three-year term, as appropriate
- other duties as assigned.

Further details are provided in the following documents, found in the IPPC Procedural Manual for Implementation and Capacity Development:

- Terms of reference and Rules of Procedure for the IC
- Duties and associated tasks of IC members
- Guidelines on the role of IC lead and assistant lead

IC Sub-group member duties, in addition to the above general duties:

- participate in the IC Sub-group for the full duration of the term as specified in the relevant rules
- other duties as assigned

Further details are provided in the IPPC Procedural Manual for Implementation and Capacity Development and on the IPP (www.ippc.int):

- Rules of Procedure for IC Sub-groups
- Terms of reference for each Sub-group
- Guidelines for the organization of IC Sub-groups and expert groups

Duties of members of Working Group (or focus group, expert group, etc.) related to Implementation and Capacity Development, in addition to the above general duties:

- participate in the development of the specified Guide or training material and to respond to comments and develop and revise the draft as appropriate until it is published.
- other duties as assigned.

Further details are provided in the IPPC Procedural Manual for Implementation and Capacity Development and on the IPP (www.ippc.int):

- Guidelines for the organization of IC Sub-groups and expert groups
- Process for the development of IPPC Implementation and Capacity Development Guides and Training Materials