



COMMISSION ON PHYTOSANITARY MEASURES

EIGHTEENTH SESSION

MODIFICATIONS PROPOSED TO THE STANDARD SETTING PROCEDURE

AGENDA ITEM 9.1.2

(Prepared by IPPC Secretariat & Recommended by the SC)

Background

- [1] This paper contains the proposed modifications to the *IPPC Standard Setting Procedure Manual* as approved by the SC in November 2023:
- the Standard Setting Procedure and the Rules of Procedure for the Standards Committee recommended to the CPM-18 for adoption; and
 - the proposed modifications to other parts recommended to the CPM-18 for noting.
- [2] The section numbers of the *IPPC Procedure Manual for Standard Setting* were retained.
- [3] The proposed additions are underlined while the proposed deletions are strikethrough.
- [4] The changes are applied to the *IPPC Procedure Manual for Standard Setting (2022-2023)* (<https://www.ippc.int/en/publications/85024/>).
- [5] This document does not include editorial changes and changes to unofficial sections of the SSP (existing blue font).

Modifications proposed to the Standard Setting Procedure (Standard Setting Procedure and Rules of Procedure for the Standards Committee)

2. IPPC STANDARD SETTING PROCEDURE

[...]

Stage 1: Developing the *List of topics for IPPC standards*

Step 1: Call for topics

[...]

- [6] The IPPC Secretariat makes a Call for topics for standards and implementation¹ every two years. During this call, contracting parties (CPs) and regional plant protection organizations (RPPOs) can submit detailed proposals for new topics or for the revision of existing ISPMs to the IPPC Secretariat. Submissions should be accompanied with a draft specification (except for diagnostic protocols (DPs)), a literature review and justification that the proposed topic meets the CPM-approved criteria for topics

¹ This is a call for "technical area", "topic", "diagnostic protocol (DP)". This is a call for ISPMs (including annexes not covered by a Technical Panel) and revisions of ISPMs, see the *Hierarchy of terms for standards* in the *IPPC Procedure manual for standard setting*.

(available in the *IPPC procedure manual for standard setting*). To indicate a global need for the proposed topic, submitters are encouraged to gain support from CPs and RPPOs in other regions.

- [7] The submissions are reviewed by the Task Force on Topics (TFT), which makes recommendations to the Standards Committee (SC) and the Implementation and Capacity Development Committee (IC) respectively.
- [8] A separate call for submissions for subjects for Technical Panels' work programme ~~phytosanitary treatments (PTs)~~ is made. Contracting parties ~~(CPs)~~ and regional plant protection organizations ~~(RPPOs)~~ submit detailed proposals for subjects, which should follow the relevant submission documentation requirements. These are evaluated by the relevant technical panel.
- [9] The SC reviews the submissions, taking into account the IPPC Strategic Framework², and the *Criteria for justification and prioritization of proposed topics*, and the recommendation of the TFT and technical panels, reviews the submissions. The SC reviews the LOT (including subjects), adding topics and giving each topic a recommended priority. This list is recommended to the CPM.
- [10] The SC reviews the List of Topics (LOT) (including subjects). The SC recommends to the CPM topics and their priority for addition to the work programme. The SC includes subjects into the work programme and recommends them to the CPM for noting.

[...]

Stage 2: Drafting

[...]

Step 4: Preparation of a draft ISPM³

[...]

Stage 3: Consultation and review

- [11] Draft ISPMs are submitted to at least two consultation periods except for draft DPs and draft PTs (annexes to ISPM 27 and ISPM 28) which are submitted to one consultation period unless decided otherwise by the SC.

[...]

Stage 4: Adoption and publication

Step 7: Adoption

- For draft ISPMs other than draft DPs:

- [12] Following recommendation by the SC, the draft ISPM is included on the agenda of the CPM session. The IPPC Secretariat should make the draft ISPM presented to the CPM for adoption available in the languages of the Organization as soon as possible and at least six weeks before the opening of the CPM session⁴.

[...]

² IPPC Strategic Framework available on the IPP at: <https://www.ippc.int/en/strategic-objectives/ippc-strategic-framework/>

³ This procedure refers to “draft ISPMs” and “standards” to simplify wording, but also applies to any part of an ISPM, including annexes, appendixes or supplements.

⁴ Draft ISPMs approved by the SC to go to the CPM for adoption are available in the SC November meeting report in English.

5. STANDARDS COMMITTEE

[...]

5.2 Rules of procedure for the Standards Committee⁵

[...]

Rule 7. Observers

[13] A contracting party to the IPPC or any ~~regional plant protection organization~~ RPPO may request to send ~~up to two~~ one ~~observers from their NPPO or RPPO~~ to attend an ~~face-to-face~~ SC meeting. This request should be communicated by the official IPPC contact point to the ~~Standards Officer~~ IPPC Secretariat at least thirty days prior to the starting date of the meeting and the decision to attend is made by the SC Chair. In response to this request, the observers will be invited to attend, depending whether logistical arrangements can be made.

[14] A representative of the IC may attend as an observer.

[15] Such observers may i) participate in the discussions, subject to the approval of the Chairperson and without the right to participate in decision-making process ~~vote~~; ii) receive the documents other than those of a ~~restricted~~ sensitive nature, and, iii) submit written statements on particular items of the agenda.

[...]

5.8 E-decisions: IPPC SC procedures for conducting discussions and making decisions by electronic means⁶

[...]

Types of discussion and decisions that the SC can make by electronic means

[16] The types of discussions and decisions listed below may be made through the use of electronic communication:

- approval of selected nominations for expert drafting groups
- approval of subjects (diagnostic protocols, phytosanitary treatments, and terms) to be included in the work programme of technical panels
- comment on explanatory documents in the reviewing process
- clearance of draft ISPMs for the first consultation (Step 4)
- consideration of comments (Step 5)
- determining how to proceed with draft ISPMs that are modified as a result of comments (Step 6)
- development and approval of draft specifications for consultation
- adjustments to stewards (of specifications, draft ISPMs and technical panels)
- any other tasks decided by the CPM or the SC during a face-to-face meeting
- exceptional cases determined in consultation with the Secretariat and the SC Chairperson.

Rules for agreement

[...]

⁵ Adopted by the CPM-1 (2006); aligned by the SC 2008-11 (Appendix 4), as requested by the CPM-3 (2008); revised by SC 2012-11 and adopted by CPM-8 (2013), Appendix 3; Rule 6 of the Rules of procedure amended by CPM-11 (2016).

⁶ SC 2010-11, Appendix 5, modified by SC 2022-11; previously ICPM-6 (2004); SC 2005-11, section 19.2; CPM-3 (2008); SC 2009-11; SC 2005-11.

- [17] When selecting experts for Technical Panels, the Secretariat opens a forum. The selection is only confirmed if all the SC agrees (confirmed via poll). The SC members express their preference from the list of nominated experts by considering the expertise of the nominees and the regional representation.
- [18] If there is still no consensus, the SC chair should communicate what he or she feels are the main points to the SC and the SC is asked to make the ultimate decision at the next face-to-face meeting.

1. Modifications proposed to the Standard Setting Procedure (other proposed revisions)

3. THE IPPC STANDARD SETTING PROCESS EXPLAINED

[...]

3.2 Topics

[...]

3.2.4 Hierarchy of terms for standards

- [19] A hierarchy of terms to clarify the different types of items on which expert drafting groups work was adopted by CPM-3 2008⁷.
- [20] The Technical Panel for the Glossary (TPG), Technical Panel on Diagnostic Protocols (TPDP) and Technical Panel on Phytosanitary Treatments (TPPT), Technical Panel on Commodity Standards (TPCS) are currently the only technical panels allowed to work on “subjects”, which do not have specifications.

[...]

6. EXPERT WORKING GROUPS

[...]

6.1 Guidelines for the composition and organization of expert working groups⁸

Criteria for the composition of an EWG

- [21] An EWG:
- should have 6–10 ~~participants~~members;
 - should have members representing a wide geographic area (including proportional developing country participation);
 - should allow a participant from the host country to participate regardless of the EWG composition;
 - should have a member from the SC if possible (e.g. steward);
 - may be attended by any member of the Commission Bureau;
 - may be attended by IC ~~members as invited experts or IC~~ representatives;
 - may ~~invite~~include - subject to SC approval - representatives of industry or others organizations to provide expertise to attend as invited experts, but not to participate as members or in the decision-making process; and

⁷ CPM-3 (2008), paragraph 89.1 and Appendix 7.

⁸ ICPM-5 (2003), Appendix XV.

- should ~~not~~ only allow observers as agreed in advance with the IPPC Secretariat in consultation with the steward of the EWG.

[...]

6.2 Guidelines for the operation of expert working groups⁹

[...]

Roles of meeting organizers and participants

[...]

[22] ExpertsMembers

[23] The experts in an members of an EWG should:

- take responsibility for their travel and accommodation arrangements and visa requirements. Experts are expected to be in attendance for the entirety of the EWG meeting and should plan to arrive before the meeting starts and depart after the meeting concludes. They should undertake whatever needs to be done in a timely manner so there are no urgent arrangements to be made by the organizers.
- prepare discussion papers, consulting with national or regional experts, as requested
- actively participate in the EWG meeting and in email discussions prior to and after the meeting, if appropriate
- study discussion papers prior to the meeting and develop specific comments and text as appropriate
- in reflecting their individual viewpoints, aim to produce a globally acceptable standard
- assist stewards as needed, particularly when reviewing country comments
- respond, as appropriate, with comments to draft ISPMs within the agreed time.

[...]

[24] Invited experts

[25] The SC may invite representatives of industry or other organizations to attend as invited experts.

[26] The role of the invited experts is to provide expertise, information, data, and insights to the members of the EWG through the submission of discussion papers during the call for papers issued by the IPPC Secretariat prior to the meeting.

[27] The invited experts may receive the documents, other than those of a sensitive nature.

[28] The invited experts are expected to:

- take responsibility for their travel and accommodation arrangements and visa requirements;
- prepare discussion paper(s) to submit to the call for papers issued by the IPPC Secretariat and deliver a presentation at the meeting;
- provide additional information and data as requested;
- understand that information provided by invited experts may not be considered by EWG; and
- check the IPPC Secretariat website to be informed of the call for papers.

[29] The Chairperson may restrict the participation of the invited experts in the discussion.

[30] The invited experts may be eligible to receive travel assistance to attend meetings organized by the IPPC Secretariat. The criteria are updated annually and can be found on the IPP (<https://www.ippc.int/en/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings/>).

⁹ ICPM-7 (2005), Appendix VI.

[31] Observers

[32] Observers are expected to:

- take responsibility for their travel and accommodation arrangements and visa requirements;
- provide additional information and data, if requested.

[33] Subject to the approval of the Chairperson, observers may participate in discussions without the right to participate in decision-making process.

[34] Observers are not eligible to receive travel assistance to attend meetings under any circumstances.

[...]

Recommendation to the CPM-18

[35] The CPM-18 is invited to:

- (1) *adopt* the proposed revisions to the Standard Setting Procedure and the Rules of Procedure for the Standards Committee to the *IPPC Procedure Manual for Standard Setting*; and
- (2) *note* the other proposed revisions to the *IPPC procedure manual for standard setting*.