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# REPORT

## Bureau of the Commission on Phytosanitary Measures

**Rome, Italy**

**5 and 7 December 2023  
(Virtual meeting)**

**IPPC Secretariat**

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## 1. Opening of the meeting

- [1] The Chairperson of the Commission on Phytosanitary Measures (CPM), Greg WOLFF (North America), and the IPPC Secretary, Osama EL-LISSY, welcomed all participants to the meeting.
- [2] The CPM chairperson and the IPPC secretary noted the passing of Ahmed Kamal EL-ATTAR, who had been the IPPC contact point for Egypt, the CPM Bureau representative for the Near East and North Africa, and the CPM Vice-Chairperson. On behalf of the CPM Bureau (hereafter referred to as the “bureau”) and the IPPC Secretariat (hereafter referred to as the “secretariat”), the CPM chairperson and IPPC secretary extended their condolences to the family of Dr EL-ATTAR.
- [3] The bureau also noted the passing of the IPPC contact point from Namibia, Margaret MILINGA MATENGU, and extended their condolences to her family.

## 2. Meeting arrangements

- [4] The bureau elected Samuel BISHOP (Europe) as rapporteur.
- [5] The list of documents had been circulated and is attached to this report as Appendix 1.
- [6] The list of participants is attached to this report as Appendix 2.

## 3. Adoption of the agenda

### 3.1 Adoption of the agenda

- [7] The bureau adopted the agenda (Appendix 3), agreeing to consider agenda item 4.8 after agenda item 4.1.

## 4. Follow-up actions from CPM Bureau and SPG meetings October 2023

### 4.1 ePhyto funding model and procedures

- [8] The bureau representative on the CPM Focus Group on the Sustainable Funding of the IPPC ePhyto Solution, Peter THOMSON (replacement member for Southwest Pacific), was present for this agenda item. He gave an update on the development of a sustainable funding model and associated procedures for the IPPC ePhyto Solution.<sup>1</sup> The proposed model had been revised by the focus group to take account of comments made by the Strategic Planning Group (SPG) at its meeting in October 2023.
- [9] The IPPC secretary updated the bureau on progress made towards securing funding from FAO for the IPPC ePhyto Solution, and the bureau discussed the best way to proceed given the uncertainty about FAO funding. The bureau representative confirmed that, in the proposed model, the contributions from FAO or other donors would be subtracted from the total funding required and then the remainder would be allocated to base fees (two thirds) and user fees (one third).
- [10] The bureau also considered the options for governance of the IPPC ePhyto Solution and its funding mechanism.
- [11] The bureau:
- (1) *agreed* that the bureau would serve as the governing body for the IPPC ePhyto Solution and its funding mechanism, at least until such time that a long-term governance arrangement is agreed;
  - (2) *noted* that the focus group would update their draft CPM paper to take account of the discussions at this meeting and that the secretariat would follow up the actions identified for the secretariat in the paper;
  - (3) *agreed* to raise awareness within their regions about the proposed funding model and the need for contracting parties to secure the necessary authority for a decision at CPM-18 (2024), and

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<sup>1</sup> 13\_Bureau\_2023\_Dec\_Tel.

*requested* that the secretariat raise awareness via the IPPC newsletter and by writing a letter to the heads of all NPPOs.

## 4.2 Review of the IPPC meeting report-adoption policy

[12] Further to the bureau's discussions at their last meeting,<sup>2</sup> the bureau continued their review of the policy for adoption of reports at IPPC meetings.

[13] The secretariat confirmed that in-session adoption of reports was taking place at meetings of the Implementation and Capacity Development Committee (IC) and would not present a problem for bureau meetings that were not held in conjunction with another meeting. The Standards Committee (SC), however, had opted to adopt the decisions in-session but adopt the report as a whole by e-decision after the meeting, to avoid imposing on the SC's limited time for discussion in meetings. The SC had also discussed shortening SC reports, but had noted that the content of the report also needed to comply with the SC's rules of procedure.

[14] The secretariat highlighted the FAO policy of having shorter reports for meetings of governing bodies and briefly discussed whether reports should only contain the decision points and the essential context for those decisions.

[15] The bureau:

(4) *deferred* further discussion to their meeting in April 2024.

## 4.3 Review of the revised draft prospectus on implementation of the IPPC Strategic Framework development agenda items

[16] The secretariat presented a draft investment prospectus for implementation of one of the development-agenda items of the IPPC Strategic Framework 2020–2030: harmonization of electronic data exchange.<sup>3</sup> The prospectus had been revised to take account of feedback from the bureau at their last meeting,<sup>4</sup> and was intended as a template to use for the other seven development-agenda items.

[17] The bureau provided initial feedback and the secretariat explained that comments on the draft prospectus would also be sought from various other IPPC bodies. The content of the other seven prospectuses would be developed and the views of a marketing expert would be sought.

[18] The bureau:

(5) *agreed* to provide written feedback on the draft investment prospectus to the secretariat by Friday 22 December 2023 at the latest.

## 4.4 Review of the revised template for terms of reference for CPM focus groups

[19] The secretariat presented a draft template for the terms of reference for CPM focus groups,<sup>5</sup> which had been revised to take account of comments made by the bureau at their meeting in October 2023.<sup>6</sup>

[20] The bureau reviewed the draft template and suggested some amendments to the text. The bureau agreed that representatives from academia, industry or civil society (if any) should be observers rather than members and that the template should provide for up to three such observers.

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<sup>2</sup> CPM Bureau 2023-10, agenda item 4.2.

<sup>3</sup> 16\_Bureau\_2023\_Dec\_Tel.

<sup>4</sup> CPM Bureau, agenda item 4.3.

<sup>5</sup> 04\_Bureau\_2023\_Dec\_Tel.

<sup>6</sup> CPM Bureau, agenda item 4.4.

[21] The bureau:

- (6) *approved* the revised draft template for the terms of reference for CPM focus groups as modified at this meeting (Appendix 4).

#### **4.5 Review of the revised terms of reference for CPM Focus Group on Global Research Coordination**

[22] The secretariat presented draft terms of reference for the CPM Focus Group on Global Phytosanitary Research Coordination,<sup>7</sup> which had been revised to take account of comments made by the bureau at their meeting in October 2023.<sup>8</sup>

[23] The bureau reviewed the draft terms of reference and agreed a minor amendment.

[24] In a related matter, the secretariat confirmed that, further to the bureau's decision that Euphresco could hold a fringe meeting during CPM-18 (2024),<sup>9</sup> Euphresco had decided to organize their meeting elsewhere instead.

[25] The bureau:

- (7) *recommended* the draft terms of reference for the CPM Focus Group on Global Phytosanitary Research Coordination, as modified at this meeting, to CPM-18 (2024) for consideration and approval.

#### **4.6 Review of the table of activities on global coordination on Fusarium TR4**

[26] The secretariat presented an update on activities to coordinate global action on *Fusarium oxysporum* f. sp. *ubense* Tropical Race 4 (Fusarium TR4).<sup>10</sup> This outlined the activities implemented to date, the feedback from various bodies (the bureau, SPG and IC), and the next steps to be taken, together with an updated table of activities.

[27] The bureau noted that the table of activities aligned with the issues raised at CPM-17 (2023) and was already being used by the five regional plant protection organizations (RPPOs) of the Americas in their efforts to coordinate action on Fusarium TR4 in the Americas.

[28] The bureau:

- (8) *noted* the update of activities, and reports from the SPG and IC, on coordination of global action on Fusarium TR4.

#### **4.7 Phytosanitary capacity evaluations terms and conditions**

[29] The secretariat informed the bureau that they had consulted the relevant FAO units for advice on the legal, copyright and data-protection aspects of the terms and conditions for phytosanitary capacity evaluations (PCEs). The FAO units had confirmed that the PCE tool was the property of FAO and they had provided a template for the terms and conditions. Draft terms and conditions for PCEs had been drafted based on this template and it was intended that the finalized document would be presented to CPM-18 (2024) for noting.

[30] The bureau:

- (9) *noted* the update on PCE terms and conditions.

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<sup>7</sup> 05\_Bureau\_2023\_Dec\_Tel.

<sup>8</sup> CPM Bureau 2023-10, agenda item 8.

<sup>9</sup> CPM Bureau 2023-10, agenda item 16.

<sup>10</sup> 06\_Bureau\_2023\_Dec\_Tel.

#### 4.8 Revision of the ePhyto implementation strategy

[31] The secretariat presented an update on the process to prepare a 2024–2030 strategic implementation plan for the IPPC ePhyto Solution.

[32] The bureau:

- (10) *noted* the update on the ePhyto implementation strategy; and
- (11) *requested* that the secretariat share the presentation with the bureau.

#### 4.9 SPG participation

[33] The CPM chairperson referred to the comments made at the 2023 SPG meeting, encouraging the bureau and secretariat to consider how to attract a broader range of participants to future SPG meetings,<sup>11</sup> and the subsequent bureau decision to include financial support for SPG participants and the Technical Consultation among RPPOs (TC-RPPOs) on the agenda of the April meeting of the Finance Committee.<sup>12</sup>

[34] **SPG meetings.** In relation to financial support for travel, the bureau agreed that eligibility criteria would need to include the development status of the participant's country and the distance that they would need to travel. To improve the level of participation at the meeting itself, applicants for travel support should also be required to propose an agenda item and commit to submitting a paper for that item subject to bureau approval of the SPG agenda. Bureau members expressed differing views on whether it would be necessary to set a limit to the number of participants provided with financial support, but the bureau acknowledged that the proposed requirement to submit a paper would, by itself, limit the number of applicants.

[35] The bureau recognized that the lack of interpretation into FAO languages is an impediment to some people attending but providing interpretation would substantially increase the cost of SPG meetings.

[36] The bureau also noted the need to consider the timing of the decisions about financial support.

[37] **TC-RPPOs.** The secretariat explained that, as the RPPOs were regional organizations with their own budget and funding, the TC-RPPOs agenda was developed by the RPPOs, not by the bureau, and each RPPO was responsible for funding the attendance of its representative. The bureau noted, therefore, that any decisions about whom to support financially may need to be made by the RPPO chairing the TC-RPPOs that year, rather than the bureau.

[38] The bureau:

- (12) *agreed* in principle that the bureau would be responsible for taking decisions on who would be provided with financial support to travel to SPG meetings;
- (13) *requested* that the secretariat draft criteria for the provision of financial support to attend meetings of the SPG and TC-RPPOs, based on the discussions at this meeting; and
- (14) *agreed* to discuss the matter further at their meeting in April 2024, with a view to presenting it at CPM-18 (2024) or finalizing it at the bureau meeting in June 2024.

### 5. CPM-18 update and review of detailed agenda

[39] The secretariat presented an update on preparations for CPM-18 (2024), including actions related to keynote speakers, suggested deadlines for documents, and the draft agenda.<sup>13</sup>

[40] Some bureau members suggested possible presentations for the science session on case studies for systems approaches, including a presentation on the Beyond Compliance tools, a presentation on the

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<sup>11</sup> SPG 2023, agenda item 1.

<sup>12</sup> CPM Bureau 2023-10, agenda item 21.

<sup>13</sup> 08\_Bureau\_2023\_Dec\_Tel\_Rev.

quantitative aspects of systems approaches, and the need for at least one presentation on a country's experience of establishing a systems approach and achieving recognition of it.

[41] The bureau:

- (15) *requested* that the secretariat and the bureau member for Africa seek a keynote speaker from Africa for CPM-18 (2024) and *noted* that the CPM chairperson would continue to explore the possibility of a keynote speaker from Canada;
- (16) *requested* that the secretariat prepare a concept note for the science session on case studies for systems approaches, for review by the bureau along with the other draft papers for CPM-18 (2024); and
- (17) *agreed* to the CPM-18 (2024) document deadlines suggested by the secretariat.

### **5.1 Concept note for the CPM orientation session**

[42] The secretariat presented a concept note for the CPM orientation session that is designed to support participants attending the CPM session.<sup>14</sup>

[43] One of the bureau members offered a presenter from their region to share their experience of participating in CPM meetings and said they would follow this up with the secretariat.

[44] The bureau:

- (18) *noted* the concept note for the CPM orientation session at CPM-18 (2024).

### **5.2 Concept note for the CPM side session on e-commerce**

[45] The secretariat presented a concept note for the side session on e-commerce that was scheduled to be held as part of CPM-18 (2024).<sup>15</sup> Three RPPOs – Comité de Sanidad Vegetal del Cono Sur, the European and Mediterranean Plant Protection Organization and the North American Plant Protection Organization – had offered funding to support the attendance of speakers.

[46] In response to questions from the bureau, the secretariat explained that the preference was for presentations to be delivered in person but a virtual presentation may be considered, depending on the circumstances. The secretariat also confirmed that they were exploring the possibility of live-streaming the session.

[47] The bureau:

- (19) *noted* the concept note for the CPM-18 (2024) side session on e-commerce.

### **5.3 Concept note for the CPM side session on Fusarium TR4**

[48] The secretariat presented a concept note paper for the side session on Fusarium TR4 that was scheduled to be held as part of CPM-18 (2024).<sup>16</sup>

[49] Some bureau members offered to liaise with the secretariat about possible speakers from their region.

[50] The bureau:

- (20) *noted* the concept note for the CPM-18 (2024) side session on Fusarium TR4.

### **5.4 CPM science session on case studies for systems approaches**

[51] The bureau agreed that there was nothing further to discuss on the science session following their discussion on it earlier in agenda item 5.

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<sup>14</sup> 09\_Bureau\_2023\_Dec\_Tel.

<sup>15</sup> 10\_Bureau\_2023\_Dec\_Tel.

<sup>16</sup> 11\_Bureau\_2023\_Dec\_Tel.



## 6. IPPC Secretariat update on IPPC participation in the Interagency Liaison Group on Invasive Alien Species

[52] The secretariat presented an update on their participation in the Interagency Liaison Group on Invasive Alien Species in relation to the IPPC work on sea containers.<sup>17</sup> This followed a call from the Conference of the Parties to the Convention on Biological Diversity (CBD) in December 2022 that the CBD Secretariat continue collaboration with the IPPC Secretariat, as well as other members of the interagency liaison group, towards developing globally harmonized, voluntary, operational guidance on the cleanliness of sea containers and their cargoes.

[53] The bureau recalled the decision at their meeting in October 2023 to invite the CBD Secretariat to contribute written reports to CPM meetings.<sup>18</sup>

[54] The bureau:

- (21) *noted* the engagement of the IPPC Secretariat with the Secretariat of the Convention on Biological Diversity (CBD) to collaborate on the development of harmonized guidance relating to sea-container cleanliness; and
- (22) *recommended* that CBD representatives be invited to attend CPM-18 (2024) to provide an update on the plan for the implementation of the CBD and its protocols, its bodies and its secretariat over the period 2022–2030 relating to sea-container cleanliness.

## 7. Review of the draft technical resource from the CPM Focus Group on Climate Change

[55] The bureau representative on the CPM Focus Group on Climate Change and Phytosanitary Issues, Samuel BISHOP (Europe), presented a draft technical resource that aimed to provide technical and operational advice to support NPPOs and RPPOs to effectively assess and manage the pest risks to plant health as a consequence of climate change.<sup>19</sup>

[56] In answer to questions from the bureau, the secretariat outlined the main changes that had been made to the text in response to the consultation through the Online Comments System. The secretariat confirmed that the report would be published on the International Phytosanitary Portal, with the possibility of also producing a digital version.

[57] The CPM chairperson suggested that the science session at CPM-19 (2025) could perhaps be on climate change.

[58] The bureau:

- (23) *noted* the draft technical resource on assessing and managing climate-change impacts on plant health; and
- (24) *suggested* that a QR code for the technical resource be made available to participants at CPM-18 (2024).

## 8. 2024 IPPC Secretariat workplan and budget

[59] The secretariat presented the IPPC Secretariat workplan and budget for 2024, which would be presented to CPM-18 (2024).<sup>20</sup>

[60] The bureau:

- (25) *approved* the IPPC Secretariat workplan and budget for 2024 for presentation to CPM-18 (2024).

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<sup>17</sup> 12\_Bureau\_2023\_Dec\_Tel.

<sup>18</sup> CPM Bureau 2023-10, agenda item 21.

<sup>19</sup> 14\_Bureau\_2023\_Dec\_Tel.

<sup>20</sup> 15\_Bureau\_2023\_Dec\_Tel.

## 9. Finance Committee membership

[61] The bureau agreed that it would be more efficient for the whole bureau to serve as the Finance Committee, to avoid having to repeat the same discussions.

[62] The bureau:

(26) *agreed* that the Finance Committee would consist of all bureau members and that it would have its own agenda and chairperson; and

(27) *confirmed* that Gabrielle VIVIAN-SMITH (Southwest Pacific) would remain as chairperson of the Finance Committee.

## 10. Any other business

[63] **Meeting with FAO permanent representatives.** The secretariat confirmed that the invitations to FAO permanent representatives to meet the bureau in April 2024 would need to be sent from bureau members rather than the secretariat.

[64] **One Health.** Further to the bureau's decision at their meeting in October 2023,<sup>21</sup> the CPM chairperson confirmed that the IPPC secretary had been accepted as a keynote speaker at the Eighth World Congress on One Health and the congress organizers were also interested in including a side session on plant health and One Health. A paper to CPM-18 (2024) was also being drafted by the group identified at the 2023 SPG meeting.<sup>22</sup>

[65] **Sea containers.** The bureau representative on the CPM Focus Group on Sea Containers, Greg WOLFF (North America), raised the possibility of the focus group becoming an IC subgroup rather than having its mandate as a focus group extended, should the revision to the CPM recommendation on *Sea containers* (R-06) be adopted by CPM-18 (2024).

[66] The secretariat commented that the type of body that was appropriate would depend on its purpose. An IC subgroup may be appropriate if the purpose of the group was to facilitate implementation of the revised CPM recommendation, but it may not be appropriate for other activities.

[67] **International Forest Quarantine Research Group.** The CPM chairperson explained that the SC chairperson had forwarded a letter from the International Forest Quarantine Research Group, reaffirming their willingness to support the SC.

[68] The bureau:

(28) *thanked* the International Forest Quarantine Research Group for their offer of support and *noted* that the CPM chairperson would seek approval from the SC chairperson to share the letter with bureau members.

## 11. Next meeting

[69] The bureau noted that, since their meeting in October 2023, at which dates for 2024 had been agreed,<sup>23</sup> it had been necessary to change some dates because of room availability or FAO official holidays. The revised dates are as follows:

- 8, 9, 11 and 12 April 2024 CPM Bureau (at FAO);
- 17–21 June 2024 CPM Bureau (at FAO);
- 23–25 October 2024 CPM Bureau (location to be determined, outside of FAO);
- 28–30 October 2024 SPG (at FAO); and

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<sup>21</sup> CPM Bureau 2023-10, agenda item 21.

<sup>22</sup> SPG 2023, agenda item 5.1.

<sup>23</sup> CPM Bureau 2023-10, agenda item 23.

- 31 October 2024 post-SPG meeting of CPM Bureau (at FAO).

[70] The secretariat recalled the SPG's concerns about revised papers being posted at the last minute, and the bureau's subsequent decision to hold a virtual meeting to discuss SPG papers a week after they are posted.<sup>24</sup>

[71] The bureau:

(29) *agreed*, if it proved possible, to hold an informal, executive session of the bureau off-site on 10 April 2024; and

(30) *noted* that the secretariat would provide bureau members with the 2024 schedule of deadlines for SPG papers and the proposed date for the virtual bureau meeting at which to discuss the papers.

## 12. Close of the meeting

[72] The CPM chairperson thanked everyone and closed the meeting.

[73] For ease of reference, a list of action points for bureau members arising from the meeting is provided as Appendix 5.

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<sup>24</sup> CPM Bureau, 2023-10 agenda item 21.

## Appendix 1: Agenda

AGENDA ITEM		DOCUMENT NO.	PRESENTER
1.	<b>Opening of the Meeting</b>	--	Greg WOLFF <i>CPM Chairperson</i> Osama EL LISSY <i>IPPC Secretary</i>
2.	<b>Meeting Arrangements</b>	-	Arop DENG <i>IPPC Secretariat</i>
2.1.	Document list	02_Bureau_2023_Dec_Tel	
2.2.	Participant list	03_Bureau_2023_ Dec_Tel	
3.	<b>Adoption of the Agenda</b>	01_Bureau_2023_ Dec_Tel	CHAIRPERSON
4.	<b>Follow up actions from Bureau and SPG meetings October 2023</b>	<a href="#">Link to October Bureau meeting report</a> <a href="#">Link to October SPG meeting report</a>	
4.1	ePhyto funding model and procedures Draft paper to CPM-18	13_Bureau_2023_ Dec_Tel	BENOVIC / THOMSON / MENON
4.2	Review of the IPPC meeting report-adoption policy	--	CHAIRPERSON / ALL
4.3	Review of the revised draft prospectus on implementation of the IPPC Strategic Framework development agenda items - Flyer template	16_Bureau_2023_ Dec_Tel	GILMORE / DENG
4.4	Review of the revised template for terms of reference for CPM Focus Groups	04_Bureau_2023_ Dec_Tel	DENG / CASSIN
4.5	Review of the revised Terms of reference for CPM Focus Group on Global Research Coordination	05_Bureau_2023_ Dec_Tel	GILMORE / MATSUI
4.6	Review of the table of activities on global coordination on TR4	06_Bureau_2023_ Dec_Tel	BRUNEL / QUIROGA
4.7	Phytosanitary Capacity Evaluations Terms and Conditions	Oral presentation	BRUNEL
4.8	Revision of the ePhyto implementation strategy	Oral presentation	MENON/BRUNEL
4.9	SPG participation	--	CHAIRPERSON
5.	<b>CPM-18 update and review of detailed agenda</b>	08_Bureau_2023_ Dec_Tel_Rev	DENG / CASSIN
5.1	Concept note for the CPM orientation session	09_Bureau_2023_ Dec_Tel	PETERSON/BRUNEL
5.2	Concept note for the CPM side session on e-commerce	10_Bureau_2023_ Dec_Tel	PETERSON/BRUNEL
5.3	Concept note for the CPM side session on Fusarium TR4	11_Bureau_2023_ Dec_Tel	BELTRAN/BRUNEL
5.4	CPM science session on case studies for systems approaches	--	CHAIRPERSON / ALL

<b>AGENDA ITEM</b>		<b>DOCUMENT NO.</b>	<b>PRESENTER</b>
6.	IPPC Secretariat update on IPPC participation in interagency liaison group on Invasive Alien Species	12_Bureau_2023_ Dec_Tel	SHAMILOV / STIRLING
7.	Review of the draft Technical Resource from the CPM Focus Group on Climate Change	14_Bureau_2023_ Dec_Tel	BISHOP / FRIO
8.	2024 IPPC Secretariat Work Plan and Budget	15_Bureau_2023_ Dec_Tel	BENOVIC
9.	Finance Committee membership	--	CHAIRPERSON / ALL
10.	Any Other Business - Sea containers	--	CHAIRPERSON
11.	Next Meeting	--	CHAIRPERSON
12.	Closing of the Meeting	--	CHAIRPERSON/ IPPC SECRETARY

**Appendix 2: Documents list**

<b>DOCUMENT NO.</b>	<b>AGENDA ITEM</b>	<b>DOCUMENT TITLE</b>	<b>DATE POSTED / DISTRIBUTED</b>
01_Bureau_2023_Dec_Tel	2.1	Agenda	2023-11-24 2023-11-27 2023-12-01 2023-12-04
02_Bureau_2023_Dec_Tel	3.1	Documents List	2023-11-24 2023-11-27 2023-12-01 2023-12-04
03_Bureau_2023_Dec_Tel	3.2	Participants List	
04_Bureau_2023_Dec_Tel	4.4	Review of the revised template for terms of reference for CPM Focus Groups	2023-11-24
05_Bureau_2023_Dec_Tel	4.5	Review of the revised Terms of reference for CPM Focus Group on Global Research Coordination	2023-11-24
06_Bureau_2023_Dec_Tel	4.6	Review of the table of activities on global coordination on TR4	2023-11-24
08_Bureau_2023_Dec_Tel_Rev	5	CPM-18 update and review of detailed agenda	2023-11-24 2023-12-04
09_Bureau_2023_Dec_Tel	5.1	Concept note for the CPM orientation session	2023-11-24
10_Bureau_2023_Dec_Tel	5.2	Concept note for the CPM side session on e-commerce	2023-11-24
11_Bureau_2023_Dec_Tel	5.3	Concept note for the CPM side session on Fusarium TR4	2023-11-24
12_Bureau_2023_Dec_Tel	6	IPPC Secretariat update on IPPC participation in interagency liaison group on Invasive Alien Species	2023-11-24
13_Bureau_2023_Dec_Tel	4.1	Proposed funding model of IPPC ePhyto Solution	2023-11-27
14_Bureau_2023_Dec_Tel	7	Draft Technical Resource from the CPM Focus Group on Climate Change	2023-12-01
15_Bureau_2023_Dec_Tel	8	2024 IPPC Secretariat Work Plan and Budget	2023-12-01
16_Bureau_2023_Dec_Tel	4.3	Revised draft prospectus on implementation of the IPPC Strategic Framework development agenda items – Flyer template	2023-12-04

**Appendix 3: Participants list**

	<b>Region/ Role</b>	<b>Name, mailing, address, telephone</b>	<b>Email address</b>
✓	North America <i>CPM Chairperson</i>	<b>Mr Gregory WOLFF</b> Canadian Food Inspection Agency 59 Camelot Drive Ottawa, Ontario K1A0Y9 <b>CANADA</b>	<a href="mailto:greg.wolff@inspection.gc.ca">greg.wolff@inspection.gc.ca</a>
✓	Europe	<b>Mr Samuel BISHOP</b> Head of International Plant Health Policy Department for Environment, Food and Rural Affairs <b>UNITED KINGDOM</b>	<a href="mailto:sam.bishop@defra.gsi.gov.uk">sam.bishop@defra.gsi.gov.uk</a>
✓	Africa	<b>Mr Jan Hendrik VENTER</b> Director Plant Health Department of Agriculture Land Reform and Rural Development <b>SOUTH AFRICA</b>	<a href="mailto:janhendrikv@dalrrd.gov.za">janhendrikv@dalrrd.gov.za</a>
✓	Asia	<b>Mr Mamoru MATSUI</b> Director (Operation Division) Kobe Plant Protection Station (PPS), Ministry of Agriculture, Forestry and Fisheries of Japan (MAFF) <b>JAPAN</b>	<a href="mailto:mamoru_matsui430@maff.go.jp">mamoru_matsui430@maff.go.jp</a>
✓	Latin America and Caribbean	<b>Mr Diego QUIROGA</b> Director Nacional de Protección Vegetal SENASA <b>ARGENTINA</b>	<a href="mailto:dquiroga@senasa.gob.ar">dquiroga@senasa.gob.ar</a>
✓	South West Pacific	<b>Ms Gabrielle VIVIAN SMITH</b> Chief Plant Protection Officer Department of Agriculture, Fisheries and Forest <b>AUSTRALIA</b>	<a href="mailto:gabrielle.vivian-smith@aff.gov.au">gabrielle.vivian-smith@aff.gov.au</a>

**IPPC Secretariat**

<b>Region / Role</b>	<b>Name, mailing, address, telephone, nationality</b>	<b>Email address</b>
IPPC Secretariat	<b>Mr. Osama EL-LISSY</b>	<a href="mailto:Osama.Elissy@fao.org">Osama.Elissy@fao.org</a>
IPPC Secretariat	<b>Mr Avetik NERSISYAN</b>	<a href="mailto:Avetik.Nersisyan@fao.org">Avetik.Nersisyan@fao.org</a>
IPPC Secretariat	<b>Mr Arop DENG</b>	<a href="mailto:Arop.Deng@fao.org">Arop.Deng@fao.org</a>
IPPC Secretariat	<b>Ms Sarah BRUNEL</b>	<a href="mailto:Sarah.Brunel@fao.org">Sarah.Brunel@fao.org</a>
IPPC Secretariat	<b>Ms Adriana MOREIRA</b>	<a href="mailto:Adriana.Moreira@fao.org">Adriana.Moreira@fao.org</a>
IPPC Secretariat	<b>Mr Artur SHAMILOV</b>	<a href="mailto:Artur.ShamilovQ@fao.org">Artur.ShamilovQ@fao.org</a>
IPPC Secretariat	<b>Mr Descartes KOUMBA</b>	<a href="mailto:Descartes.Koumba@fao.org">Descartes.Koumba@fao.org</a>
IPPC Secretariat	<b>Ms Aoife CASSIN</b>	<a href="mailto:Aoife.Cassin@fao.org">Aoife.Cassin@fao.org</a>
IPPC Secretariat	<b>Ms Tanja LAHTI</b>	<a href="mailto:Tanja.Lahti@fao.org">Tanja.Lahti@fao.org</a>
IPPC Secretariat	<b>Ms Karen ROUEN</b>	<a href="mailto:karen@karenrouen.com">karen@karenrouen.com</a>

## Appendix 4: Template for the terms of reference for CPM focus groups

### TERMS OF REFERENCE FOR [INSERT GROUP TITLE]

**Note:** Black text is standard text that should be retained, where appropriate. Grey text is for guidance purposes only and should be deleted from the final version.

<p><b>Title:</b> CPM Focus Group on XX</p>
<p><b>Background and purpose:</b> Briefly outline the scope of the group and what they aim to accomplish</p>
<p><b>Process:</b></p> <p>The IPPC Secretariat will release a call for experts on the IPPC website to allow contracting parties and regional plant protection organizations to nominate their representatives to be part of the focus group. All nominations will be presented to the CPM Bureau for their review and endorsement.</p> <p>Meetings of the focus group may be held virtually with at least one in-person meeting. Attendance in meetings by focus group members is mandatory, but if a member is not able to participate, they may with approval of the Focus Group Chairperson, nominate a substitute with the requisite skill set to engage and participate actively.</p>
<p><b>Membership:</b> Please include how the group will be structured i.e. how many members, requirements in terms of experience etc.</p> <p>The CPM Bureau will decide the membership of the focus group. The membership should be both skills- and knowledge-based with broad geographical and gender representation.</p> <p>The focus group will be composed of a maximum of thirteen members, with knowledge of the following:</p> <ol style="list-style-type: none"> <li>1. Seven members representing national plant protection organizations, one from each of seven FAO regions.</li> <li>2. One representative of the Regional Plant Protection Organizations (RPPOs)</li> <li>3. One representative of the CPM Bureau</li> <li>4. One representative of the Standards Committee (SC)</li> <li>5. One representative of the Implementation and Capacity Development Committee (IC).</li> <li>6. (Optional) up to three observers representing academia, industry or civil society</li> </ol>
<p><b>Functions (tasks)</b></p> <p>The focus group may decide to add tasks or amend the tasks listed below according to the information they uncover during the active period.</p> <p>The focus group may also provide any further observations or recommendations to the CPM as deemed appropriate.</p> <p>The key tasks of the focus group will be:</p> <ul style="list-style-type: none"> <li>- [insert a detailed list of tasks]</li> </ul>



<p><b>Expected Start Date and Duration:</b></p> <p>The focus group will initiate work by <i>&lt;insert timeframe&gt;</i> and remain active until <i>&lt;insert timeframe&gt;</i> or upon completion of their outputs and their final report and recommendations are presented to CPM.</p>
<p><b>Expected outputs:</b> Please include a detailed list of outputs against the tasks above and a reporting timeline e.g. to be presented to the SPG in October etc.</p>
<p><b>Reports to:</b> CPM Bureau etc.</p>
<p><b>Funding:</b></p>

**Appendix 5: Action list**

<b>Meeting</b>	<b>Agenda item (decision)</b>	<b>Task</b>	<b>Person or persons responsible</b>	<b>Deadline</b>
2023-12	4.1 (2)	Follow up on the actions identified for the secretariat in the CPM-18 ePhyto funding paper;	Secretariat	2023-12
2023-12	4.1 (3)	Raise awareness within their regions about the proposed funding model and the need for contracting parties to secure the necessary authority for a decision at CPM-18 (2024), and requested that the secretariat raise awareness via the IPPC newsletter and by writing a letter to the heads of all NPPOs.	ALL	2024-04
2023-12	4.2 (4)	Review of the IPPC meeting report-adoption policy	Bureau	2024-04
2023-12	4.3 (5)	Provide written feedback on the draft investment prospectus to the secretariat by Friday 22 December 2023 at the latest.	Bureau	2023-12-22
2023-12	4.8 (11)	Share the presentation on the implementation strategy for ePhyto with the bureau.	Secretariat	2023-12
2023-12	4.9 (13, 14)	Draft criteria for the provision of financial support to attend meetings of the SPG and TC-RPPOs to present to Bureau (and CPM-18) in April	Secretariat	2024-04
2023-12	5 (15)	Seek a keynote speaker from Africa and Canada for CPM-18 (2024)	CPM Chair, Bureau representative from Africa, Secretariat	2024-02
2023-12	5 (16)	Prepare a concept note for the science session on case studies for systems approaches	Secretariat	2023-12
2023-12	6 (22)	Invite CBD representatives to attend CPM-18 (2024) to provide an update on the plan for the implementation of the CBD and its protocols, its bodies and its secretariat over the period 2022–2030 relating to sea-container cleanliness.	Secretariat	2024-01
2023-12	7 (24)	A QR code for the technical resource the CPM Focus Group on Climate Change and Phytosanitary Issues be made available to participants at CPM-18 (2024).	Secretariat	2024-04
2023-12	11 (30)	Provide bureau members with the 2024 schedule of deadlines for SPG papers and the proposed date for the virtual bureau meeting at which to discuss the papers	Secretariat	2023-12