



CPM 2024/INF/09: IPPC PROCEDURE MANUAL FOR STANDARD SETTING: MODIFICATIONS PROPOSED

AGENDA ITEM 9.1.2

(Prepared by IPPC Secretariat & Recommended by the SC)

Background

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.

The section numbers of the *IPPC Procedure Manual for Standard Setting* were retained.

The sections that contain the proposed revised text and the text itself are highlighted in yellow.

The proposed additions are underlined while the proposed deletions are strikethrough.

The changes are applied to the *IPPC Procedure Manual for Standard Setting* (2022-2023) (<https://www.ippc.int/en/publications/85024/>).

This document includes unofficial sections of the SSP (existing blue font).

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I. MODIFICATIONS PROPOSED TO THE STANDARD SETTING PROCEDURE (STANDARD SETTING PROCEDURE AND RULES OF PROCEDURE FOR THE STANDARDS COMMITTEE)

2. IPPC STANDARD SETTING PROCEDURE

The IPPC Standard setting procedure (SSP) forms Annex III of the Rules of procedure (ROP) of the Commission¹ (see ANNEX 2 for the CPM ROP; Annex III to the CPM ROP is reported below as adopted by the CPM and hence not included in the Annex).

The process for the development of ISPMs is divided into four stages:

- Stage 1: Developing the List of topics for IPPC standards
- Stage 2: Drafting
- Stage 3: Consultation and review
- Stage 4: Adoption and publication.

The IPPC Standard Setting Procedure

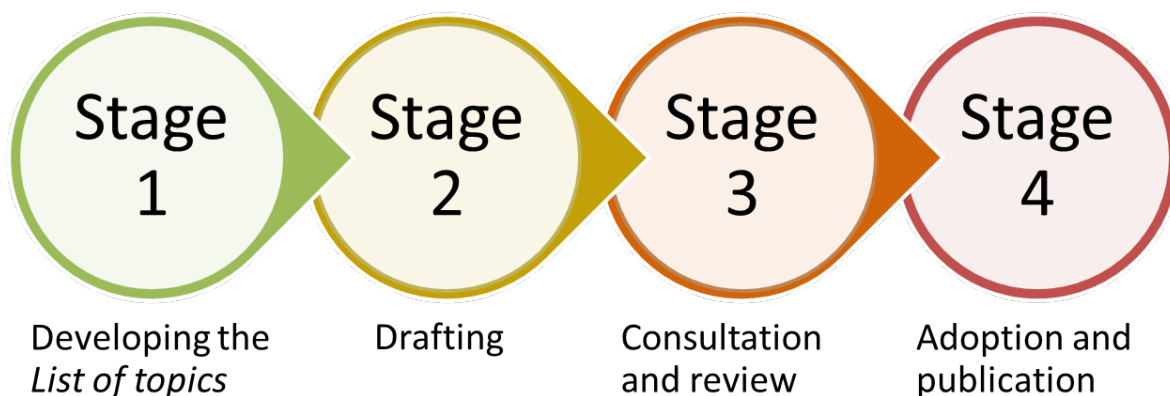


Figure 1. The four stages of the IPPC Standard setting procedure (SSP).

Figures are included in the following sections to provide a graphical representation of the steps of the SSP. Section 3 provides detailed explanations for individual steps of the SSP and flow charts showing these steps within annual timelines are contained in section 3.8.

¹ICPM-2 (1999) adopted the Standard setting procedure as an Annex to the Rules of procedure (ROP) for the Interim Commission; ICPM-4 (2002) adopted the procedures for identifying topics and priorities for standards; CPM-1 (2006) agreed to include the SSP as Annex I when adopting the ROP of the Commission; CPM-3 (2008) modified procedures and criteria for identifying topics for inclusion in the IPPC standard setting work programme and adopted the revised Standard setting procedure as Annex I of the ROP of the Commission. CPM-7 (2012) adopted the revised Standard setting procedure; after the endorsement by CPM-8 (2013) of the ROP for CPM Bureau and the Guidelines for rotation of the CPM Chairperson and Vice-chairperson and nomination of Bureau, which became Annexes I and II, respectively, the SSP became Annex III to the ROP of the CPM. CPM-11 (2016) adopted the revised SSP (Appendix 7 of the CPM-11 report).

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

Step 1: Call for topics

The Procedures and *Criteria for justification and prioritization of proposed topics* for inclusion in the *List of topics for IPPC standards* (LOT) were first adopted by ICPM-4 (2002) and revised by CPM-3 (2008), CPM-10 (2015) and CPM-13 (2018).²

CPM-13 (2018) agreed on a new process for a Call for topics: standards and implementation³. Changes to the Call for topics process include: (1) proposals can be submitted for standards and implementation resources; (2) a Task Force on Topics (TFT) with members from the Bureau, SC and IC reviews all topic submissions and provides recommendations to the SC and IC and ultimately the CPM. The new process is described in detail in section 3.2.



Figure 2. Procedure for stage 1, step 1: Call for topics: standards and implementation.

The IPPC Secretariat makes a Call for topics for standards and implementation⁴ 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 (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.

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.

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.

² CPM-3 (2008) report, Appendix 8 and revised by CPM-10 (2015), paragraph 74 and Appendix 6 of the CPM-10 report.

³ Report CPM-13 (2018), section 9.1, Appendixes 7, 8 and 9.

⁴ 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*.



The SC reviews the submissions, taking into account the IPPC Strategic Framework⁵, 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.

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.

The CPM reviews, changes and adopts the LOT, including assigning a priority for each topic.

A revised LOT is made available⁶.

Step 2: Annual review of the *List of topics for IPPC standards*

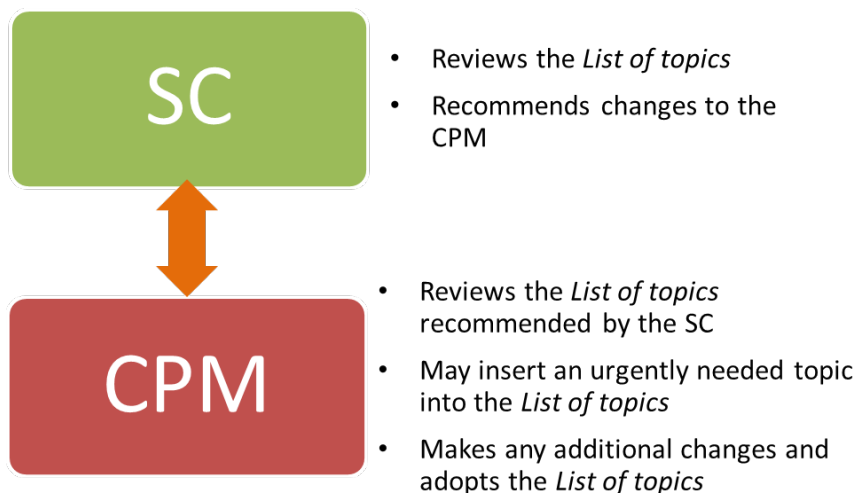


Figure 3. Procedure for stage 1, step 2: Annual review of the *List of topics for IPPC standards*.

Annually the SC reviews the LOT and recommends changes (including deletions, or changes in priority) to the CPM. In exceptional circumstances, in response to a specific need, the SC may recommend an addition to the LOT.

The CPM reviews the LOT recommended by the SC. The CPM changes and adopts the LOT, including assigning a priority for each topic. A revised LOT is made available.

In any year, when a situation arises in which an ISPM or a revision to an ISPM is required urgently, the CPM may add such a topic into the LOT.

Stage 2: Drafting

Step 3: Development of a specification

The SC should be encouraged to assign a lead steward and assistant(s) for each topic. These assistants could be from outside the SC, such as potential SC replacement members, former SC members, technical panel (TP) members or expert working group members.

⁵ IPPC Strategic Framework available on the IPP at: <https://www.ippc.int/en/strategic-objectives/ippc-strategic-framework/>

⁶ The *List of topics for IPPC standards* is maintained as an online database on the IPP and regularly updated by the Secretariat: <https://www.ippc.int/en/core-activities/standards-setting/list-topics-ippc-standards/list>.

The SC reviews the draft specification. The SC should endeavour to approve draft specifications for consultation at the SC meeting following the CPM session when new topics have been added to the LOT.



Figure 4. Procedure for stage 2, step 3: Development of draft specification.

Once the SC approves the draft specification for consultation, the IPPC Secretariat makes it publicly available. The IPPC Secretariat solicits comments through the IPPC Online Comment System (OCS) from CPs and RPPOs. The length of the consultation for draft specifications is 90 days. The IPPC contact point submits comments to the IPPC Secretariat using the OCS⁷.

The IPPC Secretariat compiles the comments received, makes them publicly available and submits them to the Steward and the SC for consideration. The specification is revised and approved by the SC, and made publicly available.

Step 4: Preparation of a draft ISPM⁸

An expert drafting group (EDG) (i.e. expert working group (EWG) or TP) drafts or revises the draft ISPM in accordance with the relevant specification. The SC may request the IPPC Secretariat to solicit comments from scientists around the world to ensure the scientific quality of draft DPs. The resulting draft ISPM is recommended to the SC.

The SC or the SC working group established by the SC (SC-7) reviews the draft ISPM at a meeting (for a diagnostic protocol (DP) or phytosanitary treatment (PT), the SC reviews it electronically) and decides whether to approve it for consultation, to return it to the Steward or an EDG or to put it on hold. When the SC-7 meets, comments from any SC members should be taken into account.

⁷ The IPPC Secretariat is using the IPPC Online Comment System (OCS) for submitting comments on draft specifications and draft ISPMs for consultation periods. The OCS is available at: <https://ocs-new.ippc.int>.

⁸ 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.



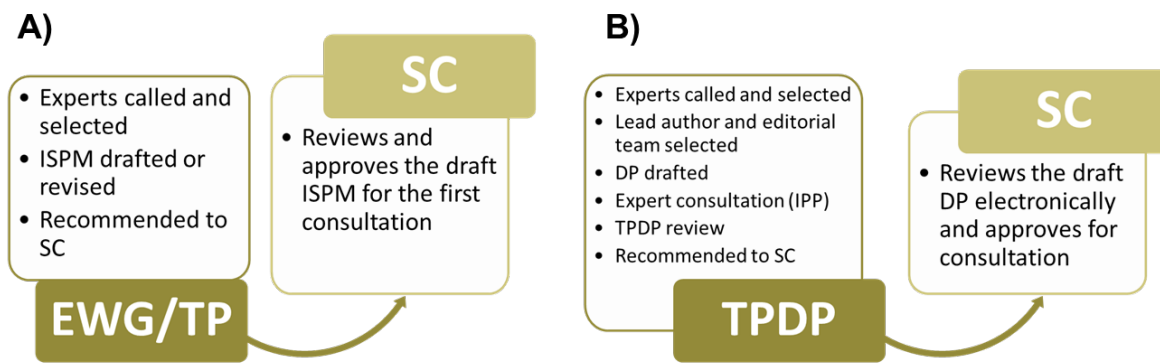


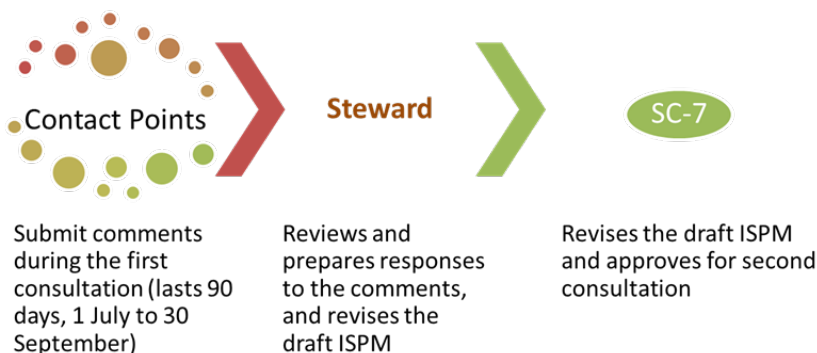
Figure 5. Procedure for stage 2, step 4: A) preparation of draft ISPM or PT; B) preparation of draft DP.

Stage 3: Consultation and review

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.

Step 5: First consultation

A) ISPMs:



B) DPs and PTs

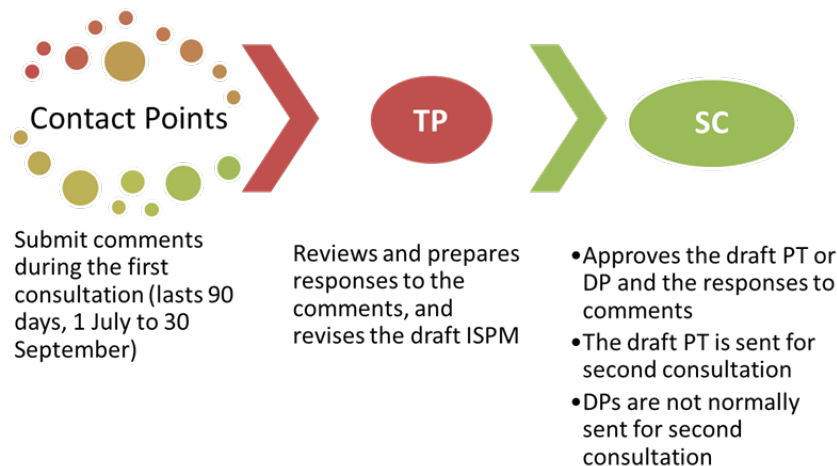


Figure 6. Procedure for stage 3, step 5: First consultation. A) process followed for draft ISPMs, B) process followed by draft DPs and PTs (to note that while DPs are normally not sent for second consultation, PTs are after approval by SC).

Once the SC approves the draft ISPM for the first consultation, the IPPC Secretariat makes it publicly available. The IPPC Secretariat solicits comments through the OCS from CPs and RPPOs. The IPPC contact point submits comments to the IPPC Secretariat using the OCS.

International organizations, national plant protection services of non-CPs, and other entities can submit discussion papers on the draft ISPM to the IPPC Secretariat.

The length of the first consultation for draft ISPMs is 90 days. The IPPC Secretariat compiles the comments and discussion papers received, makes them publicly available and submits them to the Steward for consideration.

The Steward reviews the comments and discussion papers, prepares responses to the comments received through the OCS, revises the draft ISPM and submits them to the IPPC Secretariat⁹. These are made available to the SC. Taking the comments into account, the SC-7 or TP (for draft DPs or draft PTs or draft Commodity Standards or Glossary terms) revises the draft ISPM and recommends it to the SC.

For draft ISPMs other than draft DPs and draft PTs, responses to the major issues raised in the comments are recorded in the report of the SC-7 meeting. Once the SC-7 recommends the draft ISPM to the SC, the IPPC Secretariat makes it publicly available.

For draft PTs, the SC may recommend them for adoption by the CPM if no significant or major technical comments are made during the first consultation.

For draft PTs or draft DPs, once the SC has approved them and the responses to comments, the drafts and responses to comments are made publicly available. A summary of the major issues discussed by the SC for the draft DP or draft PT is recorded in the report of the following SC meeting.

Alternatively to approving the draft ISPM, the SC may for example return it to the Steward or an EDG, submit it for another round of consultation or put it on hold.

Step 6: Second consultation

Once the SC or SC-7 approves the draft ISPM for the second consultation, the IPPC Secretariat solicits comments through the OCS from CPs and RPPOs. The IPPC contact point submits comments to the IPPC Secretariat using the OCS.

The length of the second consultation is 90 days. The IPPC Secretariat compiles the comments received, makes them publicly available and submits them to the Steward for consideration.

The Steward reviews the comments, prepares responses to the comments, revises the draft ISPM and submits the revised draft ISPM to the IPPC Secretariat. These are made available to the SC and the revised draft ISPM, other than draft PTs, is made available to CPs and RPPOs.

The SC reviews the comments, the Steward's responses to the comments and the revised draft ISPM. For draft ISPMs other than draft PTs, the SC provides a summary of the major issues discussed by the SC. These summaries are recorded in the report of the SC meeting.

For draft PTs, once the SC has approved them and the responses to comments, the drafts and responses to comments are made publicly available. A summary of the major issues discussed by the SC for the draft PT is recorded in the report of the following SC meeting.

⁹ See [Responsibilities, duties and tasks of the lead steward](#) and section 3.4.2 on how to respond to comments.

Alternatively to recommending the draft ISPM to the CPM, the SC may for example return it to the Steward or an EDG, submit it for another round of consultation, or put it on hold.

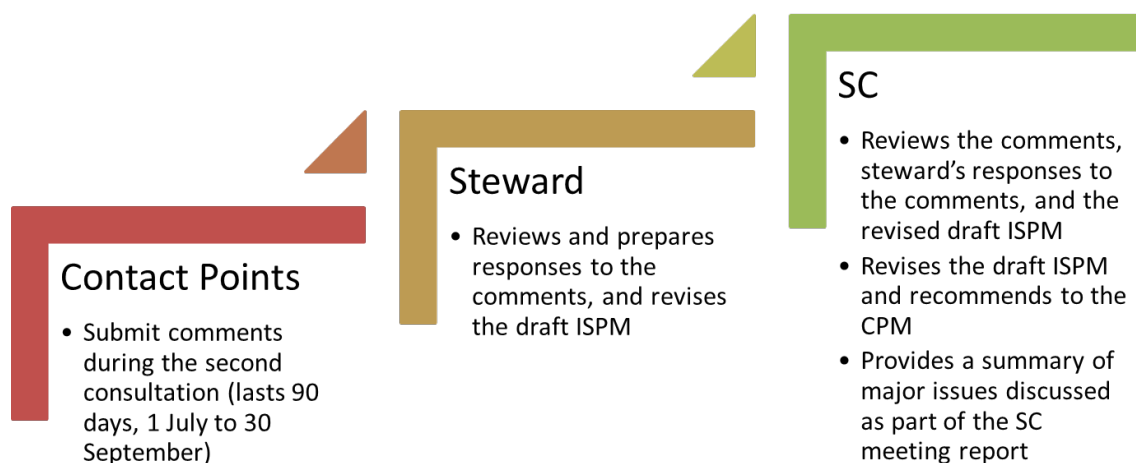


Figure 7. Procedure for stage 3, step 6: second consultation of draft ISPMs and draft PTs. Note that in the case of PTs, the TPPT reviews comments and revises the draft to be presented to the SC.

Stage 4: Adoption and publication

Step 7: Adoption

- For draft ISPMs other than draft DPs:

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 session¹⁰.

If all CPs support the adoption of the draft ISPM, the CPM should adopt the ISPM without discussion.

If a CP does not support the adoption of the draft ISPM, the CP may submit an objection¹¹. An objection must be accompanied by technical justification and suggestions for improvement of the draft ISPM which are likely to be acceptable to other CPs and be submitted to the IPPC Secretariat no later than three weeks before the CPM session. Concerned CPs should make every effort to seek agreement before the CPM session. The objection will be added to the CPM agenda and the CPM will decide on a way forward.

¹⁰ Draft ISPMs approved by the SC to go to the CPM for adoption are available in the SC November meeting report in English.

¹¹ An objection should be a technically supported objection to the adoption of the draft standard in its current form and sent through the official IPPC contact point (refer to the *Criteria to help determine whether a formal objection is technically justified* as approved by CPM-8 (2013), recorded in the *IPPC Procedure manual for standard setting*). To submit the objection, CPs should use the template posted in languages on the IPP (<https://www.ippc.int/en/publications/85331/>) as decided by the Bureau 2017-06 and the SC 2017-11.

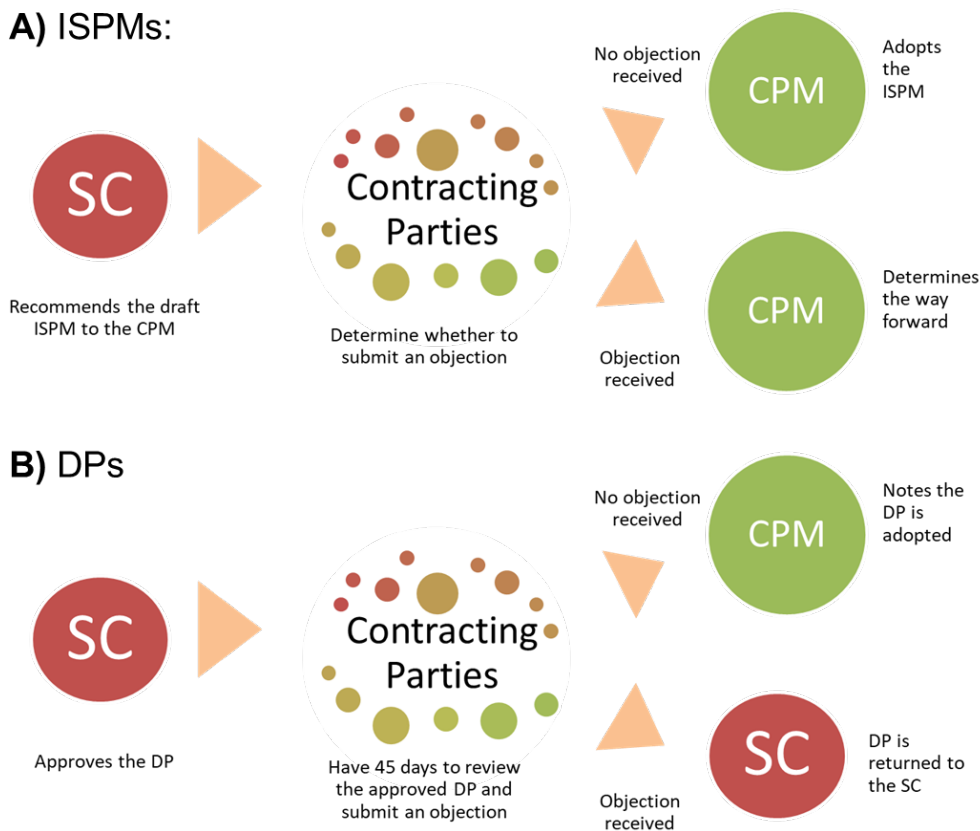


Figure 8. Procedure for stage 4, step 7: Adoption of A) ISPMs other than DPs, B) DPs.

When the need for a minor technical update to an adopted ISPM is identified by a TP or the SC, the SC can recommend the update for adoption by the CPM. The IPPC Secretariat should make the update to the adopted ISPM available in the languages of the Organization as soon as possible and at least six weeks prior to the opening of the CPM meeting. Minor technical updates to adopted ISPMs presented to the CPM are subject to the objection process as described above.

- For draft DPs:

The CPM has delegated its authority to the SC to adopt DPs on its behalf. Once the SC approves the DP, the IPPC Secretariat makes it available on defined dates twice a year¹² and CPs are notified¹³. CPs have 45 days to review the approved DP and submit an objection, if any, along with the technical justification and suggestions for improvement of the approved DP. If no objection is received, the DP is considered adopted. DPs adopted through this process are noted by the CPM and attached to the report of the CPM meeting. If a CP has an objection, the draft DP should be returned to the SC.

When a technical revision¹⁴ is required for an adopted DP, the SC can adopt the updates to adopted DPs via electronic means. The revised DPs shall be made publicly available as soon as the SC adopts them. DPs revised through this process are noted by the CPM and attached to the report of the CPM meeting.

¹² 1 July and 5 January as decided by SC 2017-05.

¹³ For translation of DPs, contracting parties would follow the mechanism for requesting the translation for DPs into FAO languages posted on the IPP (<https://www.ippc.int/en/core-activities/standards-setting/notification-period-dps/mechanism-translate-diagnostic-protocols-languages/>).

¹⁴ A technical revision for DPs has been defined by the SC. See section 7.3 (TPDP) for more detail.

Step 8: Publication

The adopted ISPM is made publicly available.

CPs and RPPOs may form a Language Review Group (LRG) and, following the CPM-agreed LRG process¹⁵, may propose modifications to translations of adopted ISPMs.

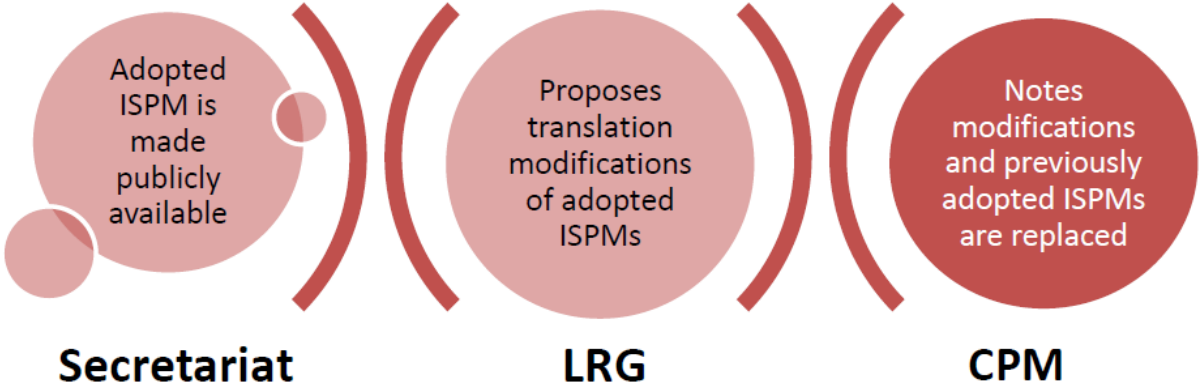


Figure 9. Procedure for stage 4, step 9: Publication and Language review.

¹⁵ The LRG process is available here: <https://www.ippc.int/en/core-activities/governance/standards-setting/ispms/language-review-groups/>.

5. STANDARDS COMMITTEE

The First Session of the CPM (CPM-1, 2006) established the Standards Committee (SC) as its subsidiary body on standard setting¹⁶. The SC is composed of 25 members drawn from the seven FAO regions (Africa, Asia, Europe, Latin America & Caribbean, Near East, North America, and Southwest Pacific). Each region determines its own procedures to select nominees for the SC. The FAO Asia region nominations are channelled through their Bureau member with the FAO regional Chair in copy. The FAO North America region nominations are channelled through their Bureau member with the Co-Chairpersons and the Executive Director of the North American Plant Protection Organization (NAPPO) in copy. Nominations for FAO Europe come through the Director-General of the European and Mediterranean Plant Protection Organization (EPPO) with the FAO regional Chair in copy. Other regions follow the FAO process (summarized in Figure 11) in nominating their SC representatives.

The CPM should allow, and the regions should encourage, staggering the terms of SC membership to ensure continuity of expertise. The SC should also consider this same principle for other groups working under the SC¹⁷.

In order to be appointed as an SC member, the nominee and his/her supervisor must sign a statement of commitment form (available in [ANNEX 6](#)).

The SC selects from within its members a subgroup of seven experts, one from each FAO region, to form the SC Working Group of seven members (SC-7), who undertake detailed work on draft standards, particularly those coming from first consultation (see section 5.3).

The SC should consult with external experts on technical subjects as needed¹⁸.

The SC's role is to address standard setting and the feasibility of implementation¹⁹.

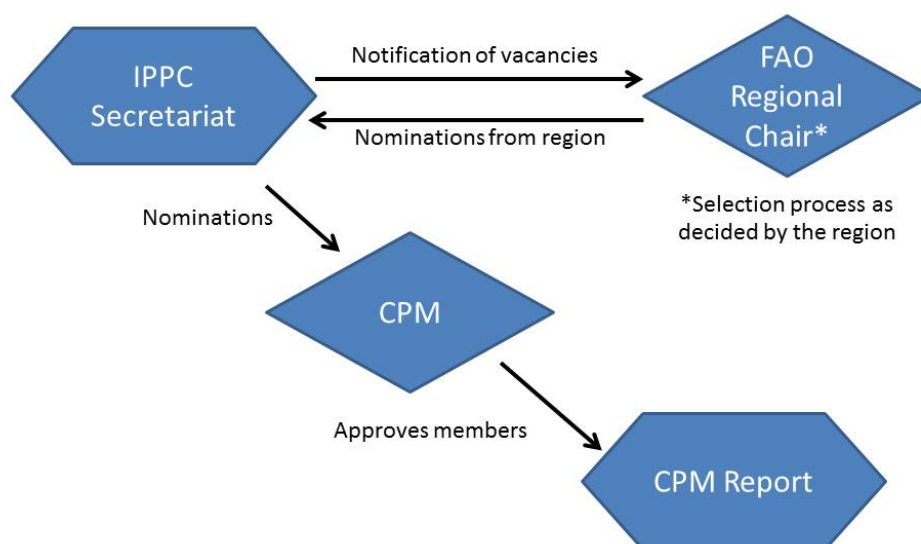


Figure 11. The processes of nomination of members to subsidiary bodies (including the SC).

¹⁶ CPM-1 (2006) paragraph 20.1. The SC had been established by the ICPM-4 (2002) to replace the former Interim Standards Committee and its predecessor, the Committee of Experts on Phytosanitary Measures (CEPM).

¹⁷ Adopted by CPM-7 (2012), Appendix 4 (Decision 21).

¹⁸ Adopted by CPM-7 (2012), Appendix 4 (Decision 23).

¹⁹ Decided by the Bureau June 2012 (section 6.8), noted by SC November 2012 (agenda item 3.1.3).

5.1 Terms of reference for the Standards Committee²⁰

[adopted by CPM-1 (2006); aligned by the Standards Committee (November 2008), as requested by CPM-3 (2008); Rules of Procedure 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). IPPC Secretariat adjusted wording to be in line with the CPM-11 revised standard setting procedure. SC revised to align with IC ToR and RoP, CPM-13 (2018) adopted]

Scope

The SC manages the standard-setting process and assists in the development of International Standards for Phytosanitary Measures (ISPMs) which have been identified by the Commission as priority standards.

Objective

The main objective of the SC is to prepare draft ISPMs according to the standard-setting procedures in the most expeditious manner for adoption by the Commission.

Structure of the Standards Committee

The SC consists of 25 members drawn from each of the FAO regions. The distribution for each region will be:

- Africa (4 members)
- Asia (4)
- Europe (4)
- Latin America and the Caribbean (4)
- Near East (4)
- North America (2)
- Southwest Pacific (3)

A representative of the Implementation and Capacity Development Committee may also participate.

Temporary or permanent working groups, and drafting groups consisting of SC members, may be established by the SC as required. SC working groups are selected by the SC from its membership.

Seven SC members are selected by the SC to form the SC-7 and are guided by the terms of reference and rules of procedure for this group which are approved by the SC.

The functions and working procedures of the SC-7 and other SC working groups are determined by the SC.

Functions of the Standards Committee

The SC serves as a forum for:

- examination and approval or amendment of specifications
- review of specifications
- designation of members of SC working groups and identification of tasks of the groups
- establishment and disestablishment of expert working groups and SC working groups as appropriate
- approval of the work programmes of technical panels, and review, guidance and supervision of their activities and outcomes of their meetings

²⁰ Adopted by the CPM-1 (2006) and aligned by the SC 2008-11, Appendix 4, as requested by the CPM-3 (2008).

- selection of membership of expert drafting groups as required and in accordance with the appropriate terms of reference and/or rules of procedure for these groups
- review of draft ISPMs
- approval of draft standards to be submitted to contracting parties, NPPOs, RPPOs and relevant international organizations under the member consultation procedure
- establishment of open-ended discussion groups where appropriate
- revision of draft ISPMs in cooperation with the IPPC Secretariat taking into account comments of contracting parties, NPPOs, RPPOs and relevant international organizations
- approval of final drafts of ISPMs for submission to the Commission
- review of existing ISPMs and identification and review of those requiring reconsideration
- identification of priorities for ISPMs under development
- ensuring that language used in draft ISPMs is clear, simple and focused
- assigning stewardship for each ISPM
- Work in close collaboration with the CPM Subsidiary Body “Implementation and Capacity Development Committee” (IC) to help make standard setting and implementation complementary and effective.
- Other functions related to standard setting as directed by the Commission

These functions may be executed during face to face meetings and between meetings, via electronic means, as determined by the SC.²¹

IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by the SC. The Secretariat is responsible for reporting and record keeping regarding the standard-setting programme.

5.2 Rules of procedure for the Standards Committee²²

In order to be appointed as an SC member, the nominee must sign a statement of commitment form (available in [ANNEX 6](#)). The CPM should allow, and the regions should encourage, staggering the terms of SC membership to ensure continuity of expertise. The SC should also consider this same principle for other groups working under the SC²³.

Rule 1. Membership

Rule 1. Membership

Members should be senior officials of national plant protection organizations (NPPO), designated by contracting parties, and have qualifications in a scientific biological discipline (or equivalent) in plant protection, and experience and skills particularly in the:

- practical operation of a national or international phytosanitary system

²¹ The SC (2008) discussed issues related to electronic communication for SC business. The issues include selection of experts, approval of explanatory documents, finalizing specifications, adjustment of stewards and deciding on other tasks as appropriate. The SC discussed what type of work could be handled electronically outside of the meeting. The SC considered that development of specifications via electronic means could be done partially through electronic means, but that discussion in the SC is also valuable. The length of time for responses was changed from two weeks as previously agreed to three weeks. The SC agreed to these new procedures (SC November 2008, Appendix 4).

²² 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).

²³ Adopted by CPM-7 (2012), Appendix 4 (Decision 21).

- administration of a national or international phytosanitary system, and
- application of phytosanitary measures related to international trade.

Contracting parties agree that SC members dedicate the necessary time to participate in a regular and systematic way in the meetings.

Each FAO region may devise its own procedures for selecting its members of the SC. The IPPC Secretariat is notified of the selections that are submitted to the CPM for confirmation.

The SC is responsible for selecting the SC-7 members from within its membership. Members selected for the SC-7 will meet the above-mentioned qualifications and experience.

Rule 2. Replacement of members

Each FAO region shall, following its own procedures, nominate potential replacements for members of the SC and submit them to the CPM for confirmation. Once confirmed, potential replacements are valid for the same periods of time as specified in Rule 3. These potential replacements should meet the qualifications for membership set forth in these Rules. Each FAO region shall identify a maximum of two potential replacements. Where a region nominates two, it should indicate the order in which they would serve as replacements under this Rule.

A member of the SC will be replaced by a confirmed potential replacement from within the same region if the member resigns, no longer meets the qualifications for membership set forth in these Rules, or fails to attend two consecutive meetings of the SC.

The national IPPC contact point should communicate to the Secretariat any circumstances where a member from its country needs to be replaced. The Secretariat should inform the relevant FAO regional chair.

A replacement will serve through the completion of the term of the original member, and may be nominated to serve additional terms.

Rule 3. Period of membership

Members of the SC shall serve for terms of three years. Members may serve no more than two terms, unless a region submits a request to the CPM for an exemption to allow a member from within its region to serve an additional term. In that case, the member may serve an additional term. Regions may submit requests for additional exemptions for the same member on a term-by-term basis. Partial terms served by replacements shall not be counted as a term under these Rules.

Rule 4. Chairperson

The Chairperson and Vice-Chairperson of the SC are elected by the SC from its membership and serve for three years, with a possibility of re-election for one additional term of three years. The Chairperson and Vice-Chairperson may serve in these capacities only when a member of the SC. The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson, shall preside at meetings of the SC and shall exercise such other functions as may be required to facilitate the work of the SC. A Vice-Chairperson acting as a Chairperson shall have the same powers and duties as the Chairperson.

The Chairperson shall direct the discussions in SC meetings, and at such meetings ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He/she shall rule on points of order and, subject to these Rules, shall have complete control over the proceedings at any meetings. He/she may, in the course of the discussion of an item, propose to the SC the limitation of the time to be allowed to speakers, the number of times each member may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion. The Chairperson, in the exercise of his/her functions, remains under the authority of the SC.

Rule 5. Sessions

Meetings of the SC are normally held at FAO Headquarters in Rome. The SC meets at least once per year.

Depending on the workload and resources available, the SC or the Secretariat, in consultation with the Bureau of the CPM, may request additional meetings of the SC. In particular, the SC may need to meet after the CPM meeting in order to prepare draft standards for member consultation.

Depending on the workload and resources available, the SC, in consultation with the Secretariat and the Bureau of the CPM, may authorize the SC-7 or extraordinary working groups of the SC to meet.

A session of the SC shall not be declared open unless there is a quorum. The presence of a majority of the members of the SC is necessary to constitute a quorum.

Some tasks, as agreed by the SC, may be undertaken between meetings via electronic means, and should be reported on in the report of the next session of the SC.

Rule 6. Approval

Approvals relating to specifications or draft standards are sought by consensus. Final drafts of ISPMs which have been approved by the SC are submitted to the CPM without undue delay.

Rule 7. Observers

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 ~~in 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.

A representative of the IC may attend as an observer.

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.

Rule 8. Reports

SC meeting records shall be kept by the Secretariat. The report of the meetings shall include:

- approval of draft specifications for ISPMs
- finalization of specifications with a detailed explanation including reasons for changes
- reasons why a draft standard has not been approved
- a generic summary of SC reactions to classes of comments made in member consultation
- draft standards that are sent for member consultation and draft standards recommended for adoption by the CPM.

The Secretariat shall endeavour to provide to CPM Members upon request the rationale of the SC for accepting or not accepting proposals for modifications to specifications or draft standards.

A report on the activities of the SC shall be made by the Chairperson of the SC to the annual session of the CPM.

Reports of SC meetings shall be adopted by the SC before they are made available to Members of the CPM and RPPOs.

Rule 9. Language

The business of the SC shall be conducted in the languages of the organization.

Rule 10. Amendments

Amendments to the Rules of Procedures and the Terms of Reference may be promulgated by the CPM as required.

5.3 Standards Committee Working Group

The Standards Committee Working Group (SC-7) supports the work of the SC by reviewing draft ISPMs after the first consultation. They may also be asked by the SC to discuss other issues. The SC-7 usually meets once a year, preferably directly after the SC May meeting.

Terms of reference²⁴

Scope

The SC-7 working group of the SC supports the work of the SC in the detailed consideration of documents.

Structure of the SC-7 Working Group of the Standards Committee

The SC-7 consists of seven members.

Functions of the SC-7

The SC-7:

- examines all of the substantive comments (including proposed amendments) identified by the stewards;
- reviews and revises draft ISPMs prepared by the stewards in response to comments and proposes revisions to the SC;
- drafts SC responses to substantive comments not incorporated into the draft ISPMs as identified by the steward;
- proposes which changes to draft ISPMs should be considered further by the SC;
- explains the proposed revisions to draft ISPMs to the SC as required; and
- carries out other functions regarding draft standards and specifications as directed by the SC.

IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by the SC-7. The Secretariat is responsible for record keeping regarding the work of the SC-7 and for the drafting of a report from the SC-7 meeting which is not held in conjunction with a SC meeting.

The Secretariat provides expertise in the use of the English language, if required.

Rules of procedure

Rule 1. Membership

Members should be selected from members of the SC, representing seven FAO regions.

Contracting parties agree that SC-7 members dedicate the necessary time to participate in a regular and systematic way in the SC-7 meetings.

The SC is responsible for selecting the SC-7 members. The IPPC Secretariat is notified of the selections.

²⁴ SC 2008-11, Appendix 8.

Rule 2. Temporary replacement of members

Temporary replacement members of the SC-7 for specific meetings are selected by the SC members of each FAO region and the SC-7 member notifies the Secretariat well in advance of the meeting.

Rule 3. Period of membership

Terms of membership shall correspond to the terms of membership of the SC as outlined in Rule 3 of the [Terms of reference](#) and [Rules of procedure for the SC](#).

Membership of the SC-7 lapses with membership of the SC or upon resignation.

Rule 4. Chairperson

The Chairperson of the SC-7 is elected by the members of the SC-7 at the beginning of each meeting.

Rule 5. Sessions

Meetings of the SC-7 are normally held at the FAO Headquarters in Rome or wherever the SC meets.

The SC-7 meets at least once per year. Depending on the workload and resources available, the SC, in consultation with the Secretariat and the Commission Bureau, may authorize the SC-7 to hold an additional meeting.

A session of the SC-7 shall not be declared open unless there is a quorum of at least five members.

Rule 6. Observers

Observers are limited to the Chairperson of the SC, stewards and subject experts who are invited by the Secretariat. Stewards and subject experts are invited to attend specified sessions of the SC-7 meeting. The SC-7 recommends experts to be invited if necessary. In cases when the SC-7 meets instead of the SC, members of the SC may participate as observers on request to the Secretariat.

Rule 7. Decision making

Decisions are taken through consensus. If no consensus is possible the matter is referred to the SC.

Rule 8. Reports

The Chairperson of the SC-7 will provide a verbal report to the SC on the activities of the SC-7 and in cases when the SC-7 do not meet in conjunction with a meeting of the SC, a full report of the meeting will be prepared by the Secretariat and adopted by the SC-7.

Rule 9. Records

Records shall be kept by the Secretariat. The record of the meetings shall include:

- SC-7 revisions to steward's draft ISPMs responding to comments; and
- SC-7 revisions to steward's draft summaries of responses to comments.

Rule 10. Language

The working language of the SC-7 should be English.

Rule 11. Amendments

Amendments to the Rules of procedure and the Terms of reference may be promulgated by the SC as required.

5.4 Guidelines on the duties of the Standards Committee

The SC approved these guidelines in November 2006, noting that, where necessary, the guidelines can be modified using the SC's normal procedures²⁵.

SC and SC-7 members should seek technical advice from experts in advance of meetings, including from technical panel members, to prepare appropriately. This facilitates the timely development of ISPMs.

Purpose of the Standards Committee

The SC is an integral component of the Standard setting process with the purpose of assisting the production of draft standards that are of sufficient quality to be adopted by the Commission as International Standards for Phytosanitary Measures (ISPMs). The SC does not write standards but prepares draft ISPMs according to the Standard setting procedure, monitors each standard's development and ensures they have a consistent quality. The SC may also be assigned additional tasks by the Commission.

The SC ensures that the standards:

- fulfil the specification for the standard
- fall within the scope of the IPPC
- are technically based
- have scientific integrity
- follow the principles and policies of the Commission, including the [General considerations for standard setting](#)
- are presented in the required format for standards
- are written in a simple, clear and focused language.

The Commission has decided that the SC should be made up of experts from different regions. The Commission intends that the committee include a diversity of global views on any subject it deals with. These views are used in the production of internationally harmonized standards. They encompass, for example, the views of different geographic regions of the world, developing and developed countries, tropical and temperate regions, continental and island nations, highly and sparsely populated countries, countries with intensive agricultural or forestry interests, etc. The choice of experts on a regional basis is a pragmatic choice to obtain a range of views that can produce internationally acceptable standards.

The primary purpose of the SC is to ensure that ISPMs help to protect plant health on a global scale. The SC members that are selected are expected to act as individual experts, not as country representatives. However, the views of the expert are usually those characteristic of the region the expert comes from.

In addition to assisting with the development of standards, the SC serves as a forum for other functions as directed by the Commission. These types of functions could include the review of procedural and administrative documents to ensure they are consistent with the Standard setting process and are feasible.

Structure of the SC

The membership of the SC is outlined in the [Terms of reference](#) and [Rules of procedure for the SC](#). The whole body is referred to as the SC and this body selects its own Chairperson and Vice-Chairperson. In addition, the SC members from each FAO region select a member to form the SC-7 who, in turn, select their own Chairperson. The SC oversees the work of expert drafting groups in particular through the use of specifications. The SC may decide to break into smaller working groups as necessary in order to deal

²⁵ SC 2006-11, paragraph 104; modified by the SC 2008-11, Appendix 5.

with a heavy workload, maintaining the diversity of global views. Holding additional meetings of the SC should be done in consultation with the Commission Bureau and IPPC Secretariat. The Commission establishes the [Terms of reference](#) and [Rules of procedure for the SC](#), and the SC determines the working procedures of the SC working groups.

Decision making

The SC is responsible to collectively make decisions presented for consideration to the Commission. These are recorded in the report of the SC. The SC may agree to use electronic means for consultation on specific issues between meetings. The views of the SC members collected at SC meetings and recorded in SC reports on these issues should be taken into consideration. Some decisions, such as those outlined in the IPPC Standard setting procedure, may be taken between sessions by e-decision without prior agreement.

5.5 Duties and associated tasks of SC members²⁶

During the Standard setting process, SC members have a number of duties directly concerned with draft standards by virtue of their membership of the SC. These duties are listed in point A below. Normally, however, SC members also undertake any one or several of a number of other roles within the standard drafting procedure. The duties of these roles are described in points D and E below. The other duties of SC members are listed in the following sections.

A. Basic duties directly related to the evaluation of draft standards

The basic duties of the SC member include:

- Examination of draft standards from expert drafting groups. Prior to the meeting, the SC member reads the drafts, considers the reports of expert drafting groups and prepares comments. The SC member presents any comments or changes to the drafts to the SC meeting, usually held in May.
- Examination of comments on draft standards after consultation. The SC member reviews the comments (except those relating to editing and translation), discusses them with the SC and proposes appropriate changes to the drafts.
- Making of consequential proposals to:
 - send draft standards for consultation
 - approve standards and recommend them to the Commission for adoption
 - initiate a further round of consultation
 - send drafts back for redrafting by the Steward or an expert drafting group.

B. Time requirements

The participation as a SC member may involve a considerable time input. The estimate of this time input would be, as a minimum:

- 3–4 weeks for meetings (depending on involvement in the SC-7 and travel distance)
- 2 weeks to review draft standards
- 2 weeks to review comments.

This may be increased if the SC member participates in IPPC regional workshops on draft standards and/or is a steward of an ISPM(s).

SC members should have the required time available to participate in SC meetings. In addition to this time commitment, member governments should ensure that their members can attend SC meetings.

²⁶ SC 2006-11, paragraph 104, modified by the SC 2008-11, Appendix 5.

C. Regional communication

SC members are requested, where possible, to assist with the communication of information regarding the draft standards to countries within their region. This could be done by discussing the issues with other regional experts, attending IPPC regional workshops on draft standards, or contributing to supplementary written information on the draft standards. SC members should also respond to concerned official contact points about comments that were not incorporated into draft ISPMs.

SC members also inform experts nominated for expert drafting groups from their region if they were not selected.

If a region considers it valuable, the region should be encouraged to assign one or more members of the SC from its region to help play a lead role in facilitating the communication between the SC and NPPO and RPPO within their region.²⁷

D. Duties of SC members in an expert drafting group when they are a steward

It is intended that most expert drafting groups will have a steward that is a SC member. The functions of a steward are described in detail in [Guidelines on the role of lead and assistant stewards](#). A brief summary of these duties are:

- participate in the selection of experts
- explain the Standard setting process and the specification to the expert drafting group
- assist in the development of discussion papers
- assist the Secretariat in the organization and running of the meeting
- explain the main points of the draft standard to the SC and answer questions
- assist in the analysis of comments.

E. Duties of SC members in an expert drafting group when they are not a steward

The Commission recommends that each expert drafting group have one SC member within the group. The SC member can be a basic member of the group (see [Guidelines for the operation of expert working groups](#)) or can be a steward (see [Guidelines on the role of lead and assistant stewards](#)). The SC member may assist with the expert drafting group more than an ordinary member because of their experience. The duties of an SC member of the expert drafting group who is not a steward may include:

- Prior to the meeting of the expert drafting group:
 - assist with the arrangements for the meeting
 - offer their advice to others organizing the meeting.
- During the expert drafting group meeting:
 - explain the Standard setting process, if necessary
 - act as the chairperson or rapporteur if required
 - participate as an expert
 - assist the Steward as required.
- At the SC meeting:
 - act as a backup to the steward to explain the draft standard and the main discussion points during the expert drafting group meeting

Frequently, the SC member is the Steward for the standard.

²⁷ Adopted by CPM-7 (2012), Appendix 4 (Decision 18).

F. Examination of specifications for standards

The SC member carefully reviews the specifications for standards that are prepared by, or under the auspices of, the Secretariat.

The SC member reviews specifications by:

- discussing to ensure the specification will produce a globally acceptable standard
- ensuring the specification accurately describe the title and the scope and purpose of the intended standard
- ensuring the tasks and other elements of the specification are correctly identified
- proposing modifications if necessary
- assisting in the analysis of comments.

G. Examination of procedural and administrative documents

The Commission adopts procedural and administrative documents (e.g. terms of reference and rules of procedure of various groups). These are reviewed by the SC to ensure they are consistent with the Standard setting process and feasible. They are then amended if necessary and forwarded to the Commission.

H. Other administrative duties

These include:

- approval of the membership of expert drafting groups
- approval of stewards for expert drafting groups
- approval of subjects for specific standards as proposed by technical panels
- establishment of open-ended discussion groups
- review of priorities for ISPMs proposed by the TFT, SPG (formerly SPTA) with the opportunity to add other priorities
- undertaking other duties as requested by the Commission.

5.6 Functions of the Standards Committee Chairperson, Vice-Chairperson and Rapporteur (in session and inter-sessionally)²⁸

The SC has agreed on the functions of the SC Chairperson, Vice-Chairperson and Rapporteur.

Chairperson

The Chairperson of the SC is elected in accordance with the [Terms of reference](#) and [Rules of procedure for the SC](#). The main functions of the Chairperson are to:

- manage the SC during meetings and inter-sessionally
- provide guidance on the affairs of the SC
- help ensure participation of SC members and facilitate dialogue and understanding among SC members
- help the Secretariat to prepare the agenda and report of the meetings
- represent the SC at IPPC meetings
- upon request by the Secretariat, represent the Secretariat at other meetings
- assist the Secretariat to liaise with technical panels to identify and resolve overlaps in their work programmes and functions
- report to the Commission on SC activities and provide the SC with guidance on how to implement Commission decisions

²⁸ SC 2008-11, Appendix 3.

- finalize decisions taken via electronic means and address cases of lack of consensus during SC discussions via electronic means.

Vice-Chairperson

The Vice-Chairperson of the SC is elected in accordance with the [Terms of reference](#) and [Rules of procedure for the SC](#). The main function of the Vice-Chairperson is to assist and replace the SC Chairperson as necessary.

Rapporteur

The Rapporteur of an SC meeting is elected by the SC members participating in that meeting. The main functions of the Rapporteur are to:

- ensure that the report prepared by the Secretariat is an accurate record of the discussions and decisions of the meeting
- assist the Secretariat in drafting, reviewing and finalizing the SC meeting report
- facilitate the SC email discussions in relation to points of the SC reports.

5.7 Guidelines on the role of lead and assistant steward(s) ²⁹

The first guidelines on the role of a steward were drafted³⁰ in response to recommendations from ICPM-6 (2004) on an expanded role of stewards: “They should be invited to relevant SC meeting to assist the work of the SC on the standard that the Steward is responsible for and that the Secretariat should supply editorial expertise to assist stewards in carrying out their role”.³¹ These guidelines were revised in response to changes in the responsibilities of stewards based on the new Standard setting process adopted at CPM-7 (2012) and the decision to encourage the SC to assign a lead steward and one or two assistant stewards for each topic.

A. Selection of lead and assistant steward(s)

Lead stewards are senior plant health officers or scientists who are familiar with the IPPC Standard setting process. Proposed lead stewards should recognize that considerable time may be required. Stewards should be Standards Committee (SC) members or a former SC member or, for Technical Panels (TPs), a TP member could also be considered.

Assistant stewards should also be senior plant health officers or scientists who are familiar with the IPPC Standard setting process. Proposed assistant stewards should recognize that considerable time may be required. More than one assistant steward may be assigned. These assistants may be from outside the SC such as potential replacement members, former SC members, TP members or expert working group (EWG) members.

For TPs, the SC should endeavour to select replacement stewards in time to allow for overlap at one meeting with the outgoing steward.

B. Role of the lead steward

The role of the lead steward is to oversee an EWG or a TP and lead the development of the associated draft standard(s), from the moment the lead steward is assigned to the adoption the standard. The lead steward is the SC representative and has the responsibility to liaise between the expert drafting group and the SC. The functions of a lead steward vary according to the nature and complexity of the TP or

²⁹ Approved by SC 2013-11 (Appendix 5).

³⁰ Approved SC 2006-11, paragraph 104, revised SC 2008-11.

³¹ ICPM-6 (2004), Appendix IX, paragraph 5.

draft standard and the requirements stated in the specification. The lead steward should assist the Secretariat to ensure that the expert drafting group follows the IPPC Standard setting process.

The lead steward is expected to attend the EWG or TP meeting when the draft ISPM is first discussed. The lead steward is invited to meetings where draft specification or draft ISPM will be discussed (i.e. SC, SC-7, EWG, TP and CPM³² meetings). At meetings when the lead steward is not a member, but the draft specification or draft ISPM will be discussed, and if the Steward's participation is deemed necessary by the SC or IPPC Secretariat, funding will be based on the *IPPC Criteria for funding*. If attending the meeting is not possible, the lead steward should consider attending virtually or request the assistant steward attend in his or her place.

The lead steward may seek assistance from the assistant steward with any of the following responsibilities.

Time commitment

The estimated time requirements for the involvement of a lead steward in a single standard is at least eight weeks, including, but not limited to, the following activities:

- reading documents;
- revising the draft specification;
- developing discussion papers;
- attending expert drafting group meetings;
- preparing a presentation for IPPC regional workshops;
- responding to comments and revising the draft ISPM;
- attending SC or SC-7 meetings and briefing SC members as appropriate.

Contracting parties (and the regional plant protection organizations (RPPOs) they are members of) are encouraged to support the production of standards by supporting the work of lead stewards whenever possible.

Upon request of the lead steward, the Secretariat will communicate to the FAO representative of the Steward's respective country the responsibilities and time needed for the stewardship.

C. Role of the Assistant Steward(s)

The role of the assistant steward is to assist the lead steward in his or her responsibilities on all aspects of draft ISPM development as described in these guidelines as requested by the lead steward.

The assistant steward is not expected to attend meetings. However, if, at any time, the lead steward is not able to attend a meeting or if he/she is no longer available, the assistant steward may be asked to undertake the lead steward role during a meeting.

The assistant steward should provide written comments, if any, at appropriate times to assist the lead steward in the Standard setting process (e.g. ideas for inclusion in the draft standard should be submitted prior to meeting of the drafting group).

The SC reviews the assignment of lead and assistant stewards and may decide that an assistant steward should become the lead steward.

Communication will normally be by email, conference calls or e-decisions or other virtual means and the assistant steward should have access to all documents related to the EWG or TP that he/she is

³² Note that the lead steward is not required to attend the CPM meeting when the draft ISPM is presented for adoption because no discussion is expected to take place.

assigned. The assistant steward may also be invited to participate in drafting group meetings virtually if possible.

D. Responsibilities, duties and tasks of the lead steward

Developing the draft specification

A draft specification and literature review must be included with each topic submission. The SC should endeavour to submit draft specifications for consultation immediately after new topics have been added to the LOT by the CPM. In cases where the specification is considered by the SC to require revision, the lead steward is responsible for revising the specification.

Responding to comments on a specification or draft standard

The lead steward should review comments according to the following:

- Sufficient time should be allocated when reviewing comments.
- Lead stewards must respond to all English-language comments. It is the decision of the lead steward to respond to comments in languages other than English.
- The following terminology should be used when responding to comments and the terms should be entered at the beginning of each steward's response:
 - **INCORPORATED:** for comments that have been incorporated exactly as written.
 - **MODIFIED:** for comments that have been incorporated, but not exactly as written. When a comment has been incorporated not exactly as written, the Steward's response should provide the reasoning for this decision and be brought to the attention of the SC or SC-7.
 - **CONSIDERED BUT NOT INCORPORATED:** for comments that have not been incorporated. When a comment has been considered but not been incorporated, the Steward's response should provide the reasoning for this decision and be brought to the attention of the SC or SC-7³³.
 - **FOR CONSIDERATION BY SC or SC-7:** for comments that require consideration or review by the SC or SC-7. This term also should be used to indicate a comment that was incorporated, but should be brought to the attention of the SC or SC-7.
- Every comment must receive a steward's or TP's response.
- To assist the SC or SC-7, the lead steward may prepare a list of the comments that require SC or SC-7 review. This list should identify (by comment number) every comment that has been identified as CONSIDERED and FOR CONSIDERATION BY SC or SC-7.
- Responses to comments on draft ISPMs (other than diagnostic protocols (DPs) and phytosanitary treatments (PTs)) are developed by the lead steward who also revises the draft ISPM accordingly and submits the Steward's response to the Secretariat. TP or EWG members could be consulted as needed.
- For DPs and PTs, responses to comments on draft ISPMs and the revised draft ISPM are developed by the TP lead, in consultation with the lead steward. They must be approved by the panel and submitted by the lead steward to the Secretariat as the TP's responses to comments.
- The lead steward should also consider and incorporate editorial comments as appropriate.

Prior to the EWG or TP meeting

The lead steward may be asked to:

- provide guidance to the Secretariat and SC in relation to the selection of experts for the EWG or TP;

³³ 2015-09 the IPPC Secretariat added "but not incorporated" to clarify that "considered" means that the comment was not incorporated.

- liaise with the Secretariat to ensure that discussion papers are produced for the required meeting.

The lead steward may also prepare a draft standard prior to the EWG or TP meeting. This draft standard should be submitted by the lead steward to the Secretariat at least six weeks before the EWG or TP meeting, to allow sufficient analysis and review by all meeting participants.

During the EWG or TP meeting

The lead steward is expected to:

- explain the Standard setting process;
- explain the requirements of the specification to the participants and have a good understanding of the history, background, important discussion points and previous decisions on the specification and topic for the standard. If some issues are unclear, the lead steward should discuss the matters with the Secretariat, assistant steward or members of the SC;
- assist the Secretariat in revising the draft standard;
- assist the Secretariat in drafting the meeting report.

After the EWG or TP meeting, the lead steward is responsible for reviewing the meeting report. The lead steward should submit the draft standard to the Secretariat by the due date determined by the Secretariat for review at the May SC meeting. If a draft ISPM is presented to the November SC meeting, the deadlines will be established by the Secretariat.

At the meeting when the SC approves the draft ISPM for the first consultation

If not an SC member, the lead steward should be invited to attend the SC meeting. The lead steward is expected to give a verbal summary of the draft standard to date, such as the history, background, important discussion points and previous decisions on the specification and topic for the standard, and the outcomes of the EWG or TP meeting at which the draft standard was drafted. If the lead steward cannot attend the meeting, he/she should provide documentation about the standard and consider attending virtually, request the assistant steward attend in his or her place or brief an SC member.

When the SC does not approve the draft standard for the first consultation and returns it to the lead steward, the lead steward should consider all comments received during the meeting and revise the draft standard. The lead steward should re-submit the draft standard to the Secretariat by the due date determined by the Secretariat for review at the next SC meeting.

Before regional workshops on the IPPC

Lead stewards should prepare a presentation on the draft standard and submit it to the Secretariat by 15 June. Attendance is not required at regional workshops and any travel costs would be incurred by the lead steward's NPPO or RPPO.

Prior to the SC-7 meeting

See also the section above on responding to comments.

The Steward's responses to comments, the revised draft ISPM and the Steward's summary should be submitted to the Secretariat by 1 February.

If not an SC-7 member, the lead steward should be invited to attend the relevant sessions of the SC-7 meeting when the draft standard will be discussed. If attending the meeting is not possible, the lead steward should provide documentation to assist with the discussion on the comments and consider attending virtually, request the assistant steward attend in his or her place or brief an SC member. When the SC-7 does not recommend the draft standard to the SC and returns it to the lead steward, the lead steward should consider all comments received during the meeting and revise the draft standard. The lead steward should submit the draft standard to the Secretariat by the due date determined by the Secretariat for review at the next SC meeting.

After the second (or more) consultation period closes

See also the section above on responding to comments.

The lead steward reviews and responds to the comments and revises the draft ISPM. Then, the lead steward submits the Steward's responses to comments, the revised draft ISPM and the Steward's summary to the Secretariat at least two weeks prior to the SC meeting when the SC recommends the draft ISPM to the CPM for adoption.

At the meeting when the SC recommends the draft ISPM to the CPM for adoption

If not an SC member, the lead steward may be invited to attend the SC meeting. If attending the meeting is not possible, the lead steward should consider attending virtually or request the assistant steward attend in his or her place.

When the SC does not recommend the draft standard to the CPM for adoption and returns it to the lead steward, the lead steward should consider all comments received during the meeting and revise the draft standard. The lead steward should submit the draft standard to the Secretariat by the due date determined by the Secretariat for review at the next SC meeting.

At the meeting when the CPM adopts the ISPM

Attendance is not required at the CPM meeting and any travel costs would be incurred by the lead steward's NPPO or RPPO.

5.8 E-decisions: IPPC SC procedures for conducting discussions and making decisions by electronic means³⁴

The SC supports the use of systems to facilitate electronic discussion and decision-making and recognizes that they are necessary in the context of reduced resources. Among other discussions e-decisions are used to approve DPs and PTs for consultation and adoption (as appropriate), as this allows the SC member to consult with relevant experts in their region during the discussion.

Initiation of electronic discussion and decision-making

Issues for electronic communication do not need to be first identified at a face-to-face meeting of the SC.

To initiate a discussion via electronic means, an SC member may submit the proposed topic and a proposed timeline for discussion to the Secretariat. In consultation with the SC Chairperson, the Secretariat communicates the topic for discussion and the timeline to the SC. If a decision is needed as a result of the discussion, the SC Chairperson will provide a summary of the discussion and a proposed decision to the SC to be taken.

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

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)

³⁴ 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.

- 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

If there are no objections by the deadline, the SC is considered to be in agreement and a course of action in line with the decision should be taken.

If one or more SC members raise objection before the deadline, there is no consensus.

If there is no consensus, the SC Chairperson should summarize the issues and try to reformulate the proposed decision and submit for another round of consultation among SC members in order to try to reach consensus.

When selecting experts for EWGs, the SC members express their preference from the list of nominated experts by considering the expertise of the nominees and the regional representation. The secretariat compiles this information into a list, ranked in order of SC preference, and the maximum number of experts allowed by the specification are then selected based on that ranking. If the selection of the last position in the EWG is inconclusive those candidates receiving an equal amount of support are then subjected to a poll. If there is still no consensus, the SC Chairperson should communicate what he or she feels are the main points to the SC and the SC is asked to make the ultimate decision.

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.

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.

Time frame for response

Normally three weeks (except in urgent cases and for simple decisions).

At its May 2011 meeting³⁵, the SC decided that the combined duration of a forum followed by a poll would be three weeks (two-week forum, one-week poll) and that three weeks would be allowed if a poll was used alone. The SC also agreed that, in exceptional circumstances, this duration could be shortened by the Secretariat in consultation with the Chairperson.

Secretariat email notice to SC members

At its May 2011 meeting the SC also decided that the SC members would receive email notice of forums and polls (including the passage from a forum to a poll), and would continue receiving automatic notification emails when members have contributed in a forum or in a poll.

Communication of decisions made electronically

Final decisions taken during discussions via electronic means should be communicated to all SC members so that they are aware of the final outcome.

A summary of SC e-decisions is presented in every SC meeting and included as an appendix to the report.

³⁵ SC 2011-05, agenda item 4.2.

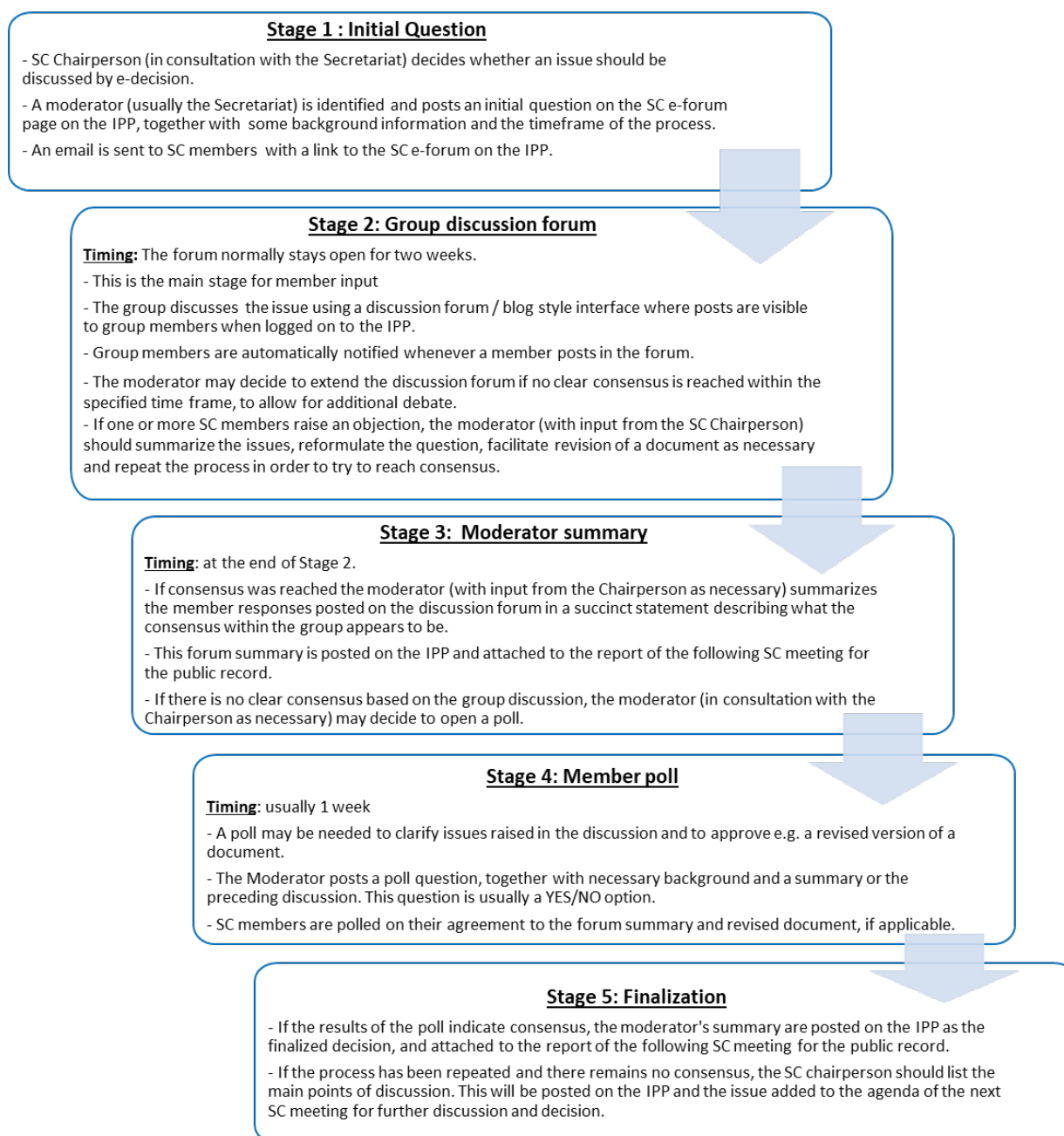


Figure 12. Process for an electronic decisions mechanism, to implement the SC procedures for electronic discussion and decision-making³⁶.

³⁶ Modified from SC 2010-11, Appendix 6.

5.9 Deadlines for posting meeting papers and reports for SC meetings

The following due dates apply for posting meeting papers and reports for SC meetings (refer also to [ANNEX 9](#) to this manual)³⁷:

- Draft ISPMs for May SC and SC-7: 1 March³⁸
- SC-7 revised draft ISPMs for November SC: two weeks before SC meeting³⁹
- All discussion papers and documents: two weeks before the meeting
- Meeting reports: eight weeks after the meeting.

5.10 SC terminology

Many SC recommendations will be directed at the CPM. In that context, at the CPM Bureau meeting in March 2015, FAO Legal Office explained the differences between “endorse, adopt and approve” as follows⁴⁰:

The main difference is in the ownership of the product. “*Endorse*” means to support someone else’s instrument, which remains the instrument of that person, i.e. ownership is not transferred. When a body “*adopts*” an instrument, the instrument becomes the ownership of that body. It is the term used for high level instruments. “*Approve*” is a middle ground, and may be used in lieu of *adopt* depending on the level of the instrument.

As examples, it was noted that: standards are adopted; trust fund budgets are adopted or approved; programmes are adopted or approved; work plans are adopted or approved; trust fund financial report is noted (as done by others); procedures are adopted; CPM Recommendations are adopted; activities are endorsed.

During SPG 2012⁴¹ FAO Legal Office clarified that the term “*noted*” did not mean formally adopted, nor approved, nor endorsed (which are the terms in use for formal CPM documents). The FAO Legal Office explained that the meaning of “noted” is only to notice or observe with care, not implying adoption, endorsement or approval. It was mentioned as an example that the CPM adopts ISPMs and then notes the following year that ISPMs have been reviewed by the Language Review Groups.

5.11 Interpretation during SC meetings

The CPM agreed that the need to have interpretation into any specific FAO language should be expressed by a request of a Standards Committee member to the IPPC Secretariat in writing (with confirmation) and no less than 90 days before the meeting of the Standards Committee⁴².

³⁷ 2011-06 Bureau report, Appendix 3.

³⁸ Draft ISPMs are posted on 1 July in the OCS for first consultation.

³⁹ Draft ISPMs are posted on 1 July in the OCS for second consultation.

⁴⁰ Bureau 2015-03, section 5.

⁴¹ SPG 2012, paragraph 193.

⁴² CPM-6 (2011).

II. MODIFICATIONS PROPOSED TO THE STANDARD SETTING PROCEDURE (OTHER PROPOSED REVISIONS)

3. THE IPPC STANDARD SETTING PROCESS EXPLAINED

3.1 General considerations on standard setting⁴³

All ISPMs shall be developed following the same IPPC SSP. Some slight variations should continue to apply to DPs and PTs, as follows:

- Steps in the SSP are not restricted to any specific time of the year, although first and second consultation would be at defined times.
- The SC can make decisions electronically.
- Unlike other draft ISPMs, DPs and PTs are not considered by the SC-7, but are considered and resolved by the relevant technical panel (TP)⁴⁴. The SC approves these drafts for consultation by e-decision and these are made available to IPPC contracting parties only after approval, because they are not SC meeting documents (see Provisions for the availability of standard setting documents).

As part of the standard setting process, the following items should be considered when developing specifications and drafting standards, when providing and considering comments and when adopting standards. These general considerations, although not presented as part of the SSP, form an integral part of the Standard setting process. They are taken into account in order to ensure that:

- The SSP follows a transparent process (including, for example, publishing relevant documents as laid out in [Provisions for the availability of standard setting documents](#), consulting with contracting parties, etc.).
- The ISPMs are of high quality and science based.
- The ISPMs are developed according to the Commission-agreed priorities.
- All contracting parties have a chance to be involved and to participate in the process, which includes appropriate funding mechanisms for participation in meetings. Domestic stakeholders are involved by the means of the contracting parties.
- The SSP follows a consistent process.
- The standard setting programme is implemented using the available IPPC standard setting resources and national or regional funding mechanisms.
- The ISPMs are presented to the Commission for adoption after all stages are completed and when no extensive discussion is needed.
- The hierarchical relationship between all groups, panels and committees involved in the Standard setting process is clear.
- The Standard setting procedures and processes facilitate the development and adoption of standards; they are flexible and periodically reviewed.
- Unnecessary bureaucratic steps, which reduce efficiency without improving output, are avoided.

⁴³ CPM-3 (2008), Paragraph 92.1, Appendix 9 and *Improvements to the Standard setting process* adopted by CPM-7 (2012), Appendix 4, Decision 7.

⁴⁴ Note that DPs are usually not submitted to the second consultation period.

3.1.1 Financial considerations for standard setting⁴⁵

The ICPM-2 (1999) *noted*:

- Whenever possible, SC members and those participating in standard setting activities should voluntarily fund their travel and subsistence to attend meetings. Members may request financial assistance from the FAO for meetings other than those associated with the Commission meeting, with the understanding that the priority for financial assistance is given to representatives from developing countries.
- The financial resources made available to the Secretariat for the work programme, including savings realized by members and others voluntarily accepting costs for participation in the SC or activities associated with standard setting, be directed as far as possible to expanding the work programme for the establishment of standards and assisting the participation of developing member countries.
- Extra budgetary funds be made available for developing countries to participate in ad hoc Open-ended Discussion groups.
- Sponsors and donors be encouraged to make contributions to the work programme.

Rules for directed financial assistance for standard setting (sponsorship of standards)⁴⁶

The provision of external resources for standard setting should:

- be applied only for standards that are approved as priorities by the Commission
- not create an undue resource drain on the work programme of the Secretariat
- not displace core programme priorities
- follow the normal procedures, policies and practice of standard setting with no modifications according to the preferences of the funding entity.

Provision of resources

Funding for standard setting meetings may be provided from sources other than the regular programme of the IPPC (FAO). As recommended by ICPM-2 (1999), whenever possible, those participating in standard setting activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants. Please refer to the [Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat](#) posted on the International Phytosanitary Portal (IPP)..

[The criteria for funding posted on the IPP are updated annually.](#)

3.1.2 Transparency

The ICPM-2 (1999) determined that⁴⁷:

- maximum practical transparency be encouraged in the Standard setting procedure
- the Commission should encourage the wide use of electronic communication and the Internet in the Standard setting procedure.

⁴⁵ ICPM-2 (1999), Appendix VII.

⁴⁶ ICPM-4 (2002), Appendix XI.

⁴⁷ ICPM-2 (1999), Appendix VII.

Recommendations for an improved transparency to and from the SC

To improve the transparency⁴⁸:

- All consultation comments should be published on the IPP.
- The IPPC Secretariat should produce and make accessible a generic summary of SC reactions to classes of comments made during consultation periods.
- Members of the SC should report back to countries in their regions.
- Guidelines for members of the SC have been developed to incorporate guidance on this reporting function of SC members (see section 5).

Recommendation on the use of modern communications

Email, teleconferencing and other modern communication methods should be used where possible to advance discussion on standards. However, face-to-face meetings of experts should be continued with email communications used to supplement these meetings, not replace them⁴⁹.

3.1.3 Role of regional plant protection organizations in standard setting

Areas of cooperation between regional plant protection organizations (RPPOs) and the IPPC Secretariat in the Standard setting process include the following⁵⁰:

- participation in the development of standards, such as identifying topics for standards and providing comments during the consultation periods
- identification of regional standards that should be proposed as the basis for future ISPMs
- action as collaborators and assistance in hosting standard setting meetings, as appropriate
- preparation of draft explanatory documents on ISPMs according to paragraph 111 of the Report of the Sixth Session of the ICPM under the auspices of the IPPC Secretariat
- provision of technical and administrative support to Standards Committee members
- participation of RPPO observers in the Standards Committee meetings.

3.1.4 Provisions for the availability of standard setting documents

CPM-3 (2008) adopted provisions for the availability of standard setting documents⁵¹. CPM-4 (2009) and CPM-11 (2016) modified these slightly⁵².

⁴⁸ ICPM-6 (2004), Appendix IX, paragraph 6. See also [Provision for the availability of standard setting documents](#).

⁴⁹ ICPM-6 (2004), Appendix IX, paragraph 7.

⁵⁰ CPM-12 (2012), paragraph 51.6 and Appendix 9.

⁵¹ CPM-3 (2008), paragraph 99.1 and Appendix 12.

⁵² CPM-4 (2009), paragraph 126.6; CPM-11 (2016), paragraph 62.4.

Table 1. Provisions for the availability of standard setting documents

	Type of document	Level of access ¹³	Notes
Expert drafting groups (EWGs, TPs)	Working documents	Relevant expert drafting group	
	Reports	Not restricted (public)	Once approved by the expert drafting group
Standards Committee: input	Agenda and list of participants	Contracting parties, RPPOs and SC	A simplified public agenda is posted for all standard setting meetings on the IPP calendar
	List of SC documents	Contracting parties, RPPOs and SC	Indicating who has access to each document
	Draft ISPMs and draft specifications presented to the SC	Contracting parties, RPPOs and SC	Duly marked as a draft and numbered as an identifiable version
	Draft PTs and DPs presented to the SC	SC only	Posted in SC e-decision forum
	Summary of the discussions and decisions on SC e-decision forums	Not restricted (public)	Reported in the following SC meeting report
	Compiled consultation comments on draft specifications and draft ISPMs	Not restricted (public)	
	Detailed stewards' responses to consultation comments on draft ISPMs (other than DPs or PTs)	SC only	
	SC responses to consultation comments on DPs and PTs	Not restricted (public)	TPDP or TPPT provide initial responses, SC reviews and approves the final responses
	Summary of major issues from consultation discussed (for both draft ISPMs and draft specifications)	Not restricted (public)	Part of the SC or SC-7 reports
	Other SC documents	Contracting parties, RPPOs and SC, or SC only	This will be determined on a case by case basis by the SC
Standards Committee: output	All documents approved by the SC during its meetings	Not restricted (public), when annexed to the SC report	Documents approved to be processed further are included as annexes to the SC report, and are therefore available without restriction
	SC report	Not restricted (public)	
Others	Proposals for topics for inclusion in the <i>List of topics for IPPC standards</i>	Not restricted (public)	Available on the Call for topics website
	Any document whose access is restricted according to the above	Group concerned	In this case, an SC member or a contracting party could request access to the document. This document would be made available with the prior agreement of the SC and, if applicable, of the person or group preparing the document.

3.2 Topics

3.2.1 Submission of topics

Detailed proposals for new topics or for the revision of existing ISPMs are submitted during the Call for topics: Standards and Implementation through the online submission form or by email to the IPPC Secretariat (IPPC@fao.org) within the deadlines established by the IPPC Secretariat that year. CPM-13 (2018) adopted changes to the Call for topics process as detailed below and they also requested a Task Force on Topics (TFT) to be established to review submissions of topics and provide relevant recommendations to both the SC and the IC. The submission form for topics for IPPC standards is available on the IPP ⁵⁴ and attached as ANNEX 7. Submissions should address the Criteria for justification and prioritization of the proposed topic (see below), and, where possible, information should be provided to support the justification and assist the prioritization. Submissions should preferably be made in an electronic format. All submissions for standard topics should be accompanied by a draft specification.

CPM-11 (2016) agreed that a combined Call for topics: Standards and Implementation should be made⁵⁵. CPM-11 (2016) also agreed that any submission in response to a Call for topics should clearly define the problem needing resolution in sufficient detail to determine how it fits into the Framework for standards and implementation and the cost/benefit of the development of the standard or tool⁵⁶.

CPM-13 (2018)⁵⁷ confirmed the title of the Call: “Call for topics: standards and implementation”, agreed to the proposed process for the Call for topics (Figure 10) as well as to the revised Criteria for the Justification and Prioritization of Proposed Topics and that the call be made every two years.

CPM-13 (2018) requested the Bureau to establish the Task Force on Topics and agreed to the Terms of reference and Rules of procedure for the Task Force on Topics.

⁵³ "Contracting parties" means that the contact points and IPP editors of contracting parties will have access to the relevant work area and documents on the IPP. Bureau members currently have access to all restricted work areas on the IPP; the Bureau is therefore not mentioned here.

⁵⁴ <https://www.ippc.int/en/core-activities/standards-and-implementation/call-for-topics-standards-and-implementation/>.

⁵⁵ CPM-11 (2016), paragraph 33.4.

⁵⁶ CPM-11 (2016), paragraph 33.6.

⁵⁷ CPM-13 (2018), paragraph 61.

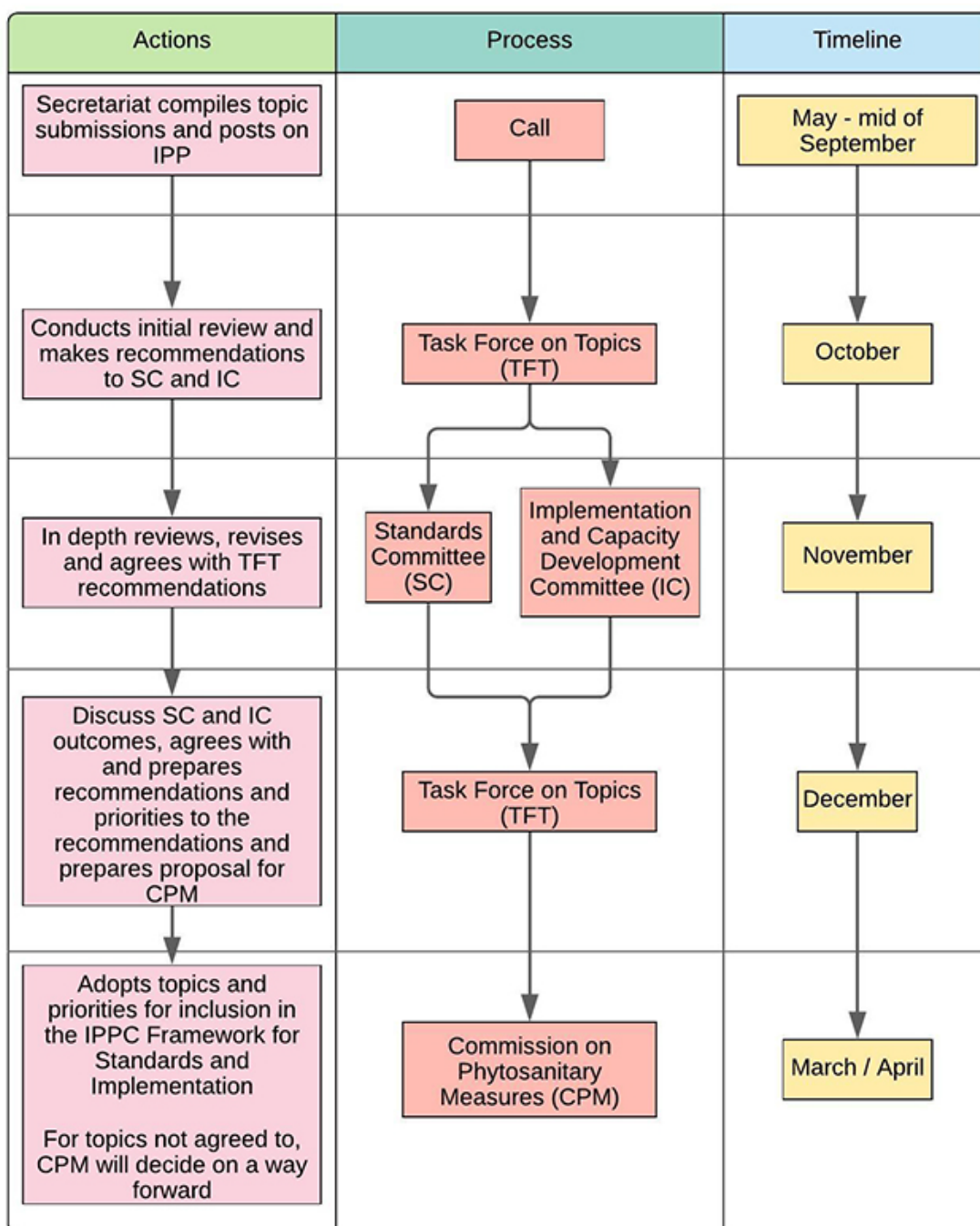


Figure 10. The process of the Call for topics: standards and implementation⁵⁸.

Topics for standards or implementation resources are submitted using the submission form available on the Call for topics website (and attached as [ANNEX 7](#)).

⁵⁸ As adopted by CPM-13 (2018). The call to be issued every two years.

Topics for diagnostic protocols are submitted using a separate, simplified submission form, which along with the criteria for the prioritization of diagnostic protocols is included in [section 7.3](#).

Detailed data for phytosanitary treatments are called for separately from the Call for topics and using a different submission form (see [section 7.6](#)). The [submission form for phytosanitary treatments](#) is posted on the IPP and the prioritization criteria for proposed phytosanitary treatments and score definitions are also given in [section 7.6](#).

3.2.2 Criteria for justification and prioritization of proposed topics⁵⁹

Priority will be given to topics with the largest global impact.

Core criteria (must provide information. It is expected that all submissions meet the following core criteria):

- (1) Contribution to the purpose of the IPPC as described in article I.1.
- (2) Linkage to IPPC Strategic Objectives (SOs) and Organizational results demonstrated.
- (3) Feasibility of implementation at the global level (consider ease of implementation, technical complexity, capacity of national plant protection organization(s) (NPPO(s)) to implement, relevance for more than one region).
- (4) Clear identification of the problems that need to be resolved through the development of the standard or implementation resource.
- (5) Availability of, or possibility to collect, information in support of the proposed standard or implementation resource (e.g. scientific, historical, technical information, experience).

Supporting criteria (provide information as appropriate)

Practical

- (1) Is there a regional standard and/or implementation resource on the same topic already available and used by NPPOs, RPPOs or international organizations?
- (2) Availability of expertise needed to develop the proposed standard and/or implementation resource.

Economic

- (1) Estimated value of the plants protected.
- (2) Estimated value of trade including new trade opportunities affected by the proposed standard and/or implementation resource (e.g. volume of trade, value of trade, the percentage of gross domestic product of this trade) if appropriate.

Environmental

- (1) Utility to reduce the potential negative environmental consequences of certain phytosanitary measures, for example reduction in global emissions for the protection of the ozone layer.
- (2) Utility in the management of non-indigenous species which are pests of plants (such as some invasive alien species).
- (3) Contribution to the protection of the environment, through the protection of wild flora, and their habitats and ecosystems, and of agricultural biodiversity.

Strategic

- (1) Extent of support for the proposed standard and/or implementation resource (e.g. one or more NPPOs or RPPOs have requested it, or one or more RPPOs have adopted a standard on the same topic).

⁵⁹ Initially adopted by CPM-3 (2008) (paragraph 89.3 and Appendix 8), revised by CPM-10 (2015) (Paragraph 74 and Appendix 6), and CPM-13 (2018) (paragraph 61.5 and Appendix 8).

- (2) Frequency with which the issue to be addressed, as identified in the submission emerges as a source of trade disruption (e.g. disputes or need for repeated bilateral discussions, number of times per year trade is disrupted).
- (3) Relevance and utility to developing countries.
- (4) Coverage (application to a wide range of countries/pests/commodities).
- (5) Complements other standards and/or implementation resources (e.g. potential for the standard to be used as part of a systems approach for one pest, complement treatments for other pests).
- (6) Conceptual standard and/or implementation resource to address fundamental concepts (e.g. treatment efficacy, inspection methodology).
- (7) Urgent need for the standard and/or implementation resource.

3.2.3 List of topics for IPPC standards

The *List of topics for IPPC standards* (LOT) constitutes the standard setting work programme, and contains all currently open topics for the development or revision of standards, including information on stewardship, drafting body, priority and status⁶⁰.

At ICPM-6 (2004) the IPPC Secretariat introduced a paper on the priorities for standards, suggesting that priority will continue to be given to work that has already been started in order to finalize existing draft standards.

The ICPM-6 (2004) endorsed the action of the Secretariat in facilitating wherever possible the completion of standards that are already at an advanced stage of development⁶¹.

The LOT is maintained by the Secretariat as an online database on the IPP. Only proposed changes are presented to the CPM⁶².

CPM-7 (2012) requested the LOT be presented to the CPM in order of priority⁶³.

The LOT database is reviewed and updated on the IPP in all languages twice a year. This occurs after the SC November meeting (before CPM) and after the SC-7 May meeting (after CPM).

Suggested deadlines for updating are:

- 30 January (after November SC and before CPM)
- 30 May (after CPM and May SC).

3.2.4 Hierarchy of terms for standards

A hierarchy of terms to clarify the different types of items on which expert drafting groups work was adopted by CPM-3 2008⁶⁴.

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

⁶⁰ The following statuses are used by the Secretariat to indicate progression of topics in the SPP: 00, pending; 01, topic added to the LOT; 02, draft specification to consultation; 03, specification approved; 04, draft ISPM under development; 05, draft DP to expert consultation; 06, draft ISPM to first consultation; 07, draft ISPM to second or subsequent consultation; 08, draft ISPM recommended for adoption; 09, ISPM adopted.

⁶¹ ICPM-6 (2004), paragraphs 47 and 50.

⁶² CPM-7 (2012), paragraph 58. The *List of topics for IPPC standards* is available at <https://www.ippc.int/core-activities/standards-setting/list-topics-ippc-standards>.

⁶³ CPM-7 (2012), paragraph 59.3.

⁶⁴ CPM-3 (2008), paragraph 89.1 and Appendix 7.

(TPCS) are currently the only technical panels allowed to work on “subjects”, which do not have specifications.

Table 2. Hierarchy of terms for standards

Term	Use	Example
Technical area	The Commission establishes a Technical Panel (TP) to work on a specified technical area (reflected in the title of the TP and described in its specification)	Technical Panel on: Diagnostic Protocols (TPDP) Phyosanitary Treatments (TPPT) Glossary (TPG)
Topic	Calls for topics are made biennially and a topic is added to the <i>List of topics for IPPC standards</i> by the Commission	Revision to ISPM 15 Areas of low pest prevalence for fruit flies
Subject	Subjects require approval by the SC. The concept of subject applies only to TPs. The lists of subjects may be revised by the Commission.	Individual treatment within an approved topic Individual diagnostic protocols for a specific pest within an approved topic New glossary term

3.2.5 Framework for standards and implementation

CPM-11 (2016) adopted the [Framework for standards and implementation](#) and agreed that it is a working document which will be periodically updated, provides transparency of existing or proposed standards and tools for implementation and assists with the identification of gaps and suggested it would be a means of capturing agreed priorities for standards and implementation facilitation tools that are separately approved by the CPM⁶⁵.

CPM-13 (2018) requested that the Task Force on Topics use the Framework for standards and implementation when reviewing submissions in response to the Call for topics⁶⁶.

The SC and IC in their 2019-05 meetings have agreed to a new format for the Framework for standards and implementation, proposed by the Framework champions and aligned to the IPPC Strategic Framework 2020–2030 Key Result Areas. This Framework will be presented to CPM-15 (2020) for approval.

The Framework for standards and implementation is maintained publicly on the IPP⁶⁷.

⁶⁵ CPM-11 (2016), paragraph 28.

⁶⁶ CPM-13 (2018), paragraph 61.7.

⁶⁷ Framework for standards and implementation is available at <https://www.ippc.int/en/core-activities/standards-and-implementation/ippc-framework-for-standards-and-implementation/>.

6. EXPERT WORKING GROUPS

Once the SC approves a specification and resources are identified to hold an expert working group (EWG) meeting to develop the draft ISPM, the IPPC Secretariat opens a Call for experts according to the approved specification. To be nominated as an expert, the nominee is requested to sign a statement of commitment (ANNEX 6). The EWG then meets and produces a draft ISPM and a meeting report. After the SC approves it, the draft ISPM is submitted for first consultation. As outlined in section 3.2, DPs and PTs are drafted by other drafting groups (see sections 7.3 and 7.6, respectively).

Contracting parties are encouraged to host EWG meetings. The meetings should be held in an area that is affected by the issues that the ISPM will seek to address. Hosting normally entails funding the arrangements (conference facilities and coffee breaks), a field trip (normally half day), as well as an official dinner.

6.1 Guidelines for the composition and organization of expert working groups⁶⁸

Criteria for the composition of an EWG

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

Members of EWG should:

- have necessary qualifications (scientific expertise, subject matter experience or experience in phytosanitary risk management); and
- be available to participate and contribute to the proceedings (e.g. provide discussion papers).

Procedure for nomination and selection of EWG members (see Figure 13):

- nominations are requested at the time of adoption of the LOT or specifications for standards are suggested at the Commission or later when the specifications are put on the IPP;
- governments, NPPOs or RPPOs nominate experts;
- SC designates members of the EWG and submits a list to the Commission Bureau and IPPC Secretariat for confirmation; and
- lists of EWG members, and representatives of industry or others, are added to the IPP.

⁶⁸ ICPM-5 (2003), Appendix XV.

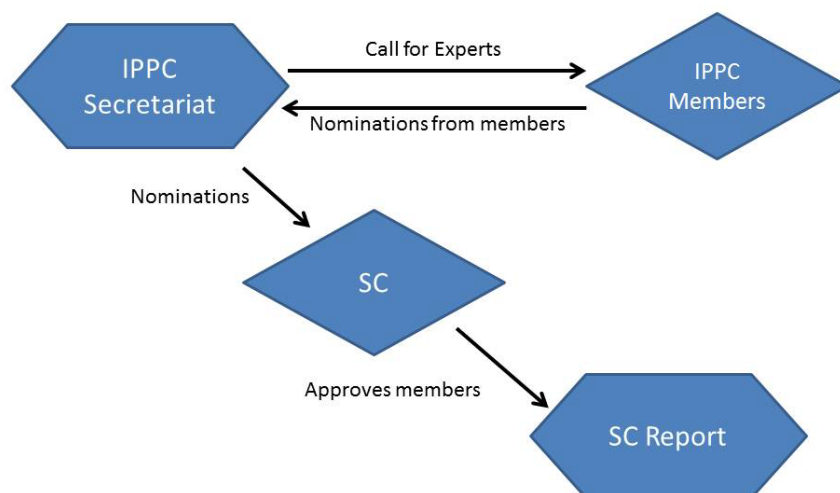


Figure 13. Process of a Call for experts for EWGs and TPs.

Criteria for the organization of EWG meetings

- EWG members from developed countries should, wherever possible, be funded by their governments or employers for all costs connected to their participation.
- EWG meetings should usually be organized to minimize incurring costs (e.g. administrative, accommodation, travel).

ICPM-5 (2003) noted the need for flexibility and agreed that deviations from the procedures may be necessary on a case-by-case basis for administrative contingencies⁶⁹.

6.2 Guidelines for the operation of expert working groups⁷⁰

Introduction

These guidelines have been prepared to aid those assisting, involved in organizing or attending an EWG meeting. The guidelines cover most of the requirements and procedures for the successful operation of an EWG. They are general guidelines so not all parts apply to every EWG meeting and some very specific requirements of some groups may not be included.

Funding

The main funding for EWG meetings comes from the IPPC budget. This is normally supplemented by member countries or organizations covering participants' expenses [travel and daily subsistence allowance (DSA)]. In some instances, member countries or organizations have funded, or partially funded, an EWG on a specific subject. A member country, organization or agency offering such funding or providing any level of assistance in operating an EWG is referred to as a collaborator in this document.

Participation of the IPPC Secretariat is funded by the FAO.

Organization

EWG meetings can only be organized for those topics which have been adopted under the topics and priorities for standards at the Commission meeting. The organization of EWG meetings is normally done by the IPPC Secretariat with varying levels of assistance from a collaborator.

⁶⁹ ICPM-5 (2003), paragraph 106.

⁷⁰ ICPM-7 (2005), Appendix VI.

Meetings held at the FAO Headquarters in Rome or other FAO Offices

The IPPC Secretariat in general uses FAO offices to make logistical arrangements, including travel and DSA.

For a meeting at the FAO Headquarters in Rome, the IPPC Secretariat does not make hotel bookings, but names and addresses of accommodation are provided on the IPP (www.ippc.int)⁷¹.

Meetings held outside of FAO offices

Meetings held outside the FAO offices are usually arranged with the assistance of a collaborator. The collaborator may take various levels of involvement. A commonly operated system is where FAO enters into a letter of agreement with the collaborator (after agreeing on a budget) and transfers the funds needed for the meeting. The letter of agreement generally covers participants' expenses (travel and DSA) and may cover other items as appropriate. The collaborator is expected to make arrangements for participants' expenses, meeting rooms, photocopying, field trip, etc.

In other cases the collaborator may fund the entire meeting (including participants' expenses, meeting room, photocopying, field trip, etc.) or part of the meeting.

Roles of meeting organizers and participants

IPPC Secretariat

The Secretariat is expected to:

- plan a meeting date and seek a collaborator
- provide resources for the meeting, if held on FAO premises
- approve budget being paid by the IPPC and, if necessary, prepare a letter of agreement
- send a letter of invitation to participants (especially for the purpose of obtaining visas) and interact with the FAO visa office if needed
- liaise with collaborator, Steward and EWG participants as appropriate
- arrange with the Steward for the production of discussion papers
- attempt to find a replacement if an EWG participant approved by the SC is not able to attend the meeting (and inform the SC of such changes)
- describe and explain the mode of operation of the EWG and the roles and responsibilities of participants
- coordinate the organization of the meeting and be responsible for the production of the draft ISPM and meeting report.

Collaborator

The collaborator is expected to:

- select location, make local arrangements, book meeting rooms and arrange for coffee breaks, official dinner (if appropriate) and field trip (if appropriate)
- assist in hotel bookings and obtaining visas
- provide, where possible, a rapporteur (who could be regarded as a resource outside of the EWG)
- arrange for local transportation as appropriate, including airport transfer and transfer from the hotel to the meeting room (or provides suitable information)
- arrange for or provide information on, as necessary, local transportation, local conditions, address of the hotel(s) and meeting venue, map, medical information, etc.

⁷¹ The Secretariat maintains a local information document for participants of meetings in Rome: <https://www.ippc.int/en/publications/1034/>.

- have facilities to provide copies of working papers and of documents drafted during the meeting, as appropriate.

The collaborator has two seats in total, as observers, in the meeting. However, such participation is to be funded by the collaborator. The IPPC funding criteria will not apply.

Steward

The Steward is expected to:

- explain the requirements of the specification to the EWG at the time of its first meeting. Hence, the Steward should have a good understanding of the specification for the standard. If some issues are unclear, the Steward should discuss the matters with the Secretariat or members of the SC.
- liaise with the Secretariat to ensure that discussion papers are produced for the EWG meeting
- assist with the running of the meeting. The Steward may take the role of the Chairperson of the group or of the discussion facilitator
- assist the Secretariat to complete the draft standard
- assist the Secretariat in the preparation of the meeting report.

These duties are discussed in more detail in section 5.7: [*Guidelines on the role of lead and assistant steward\(s\)*](#).

Chairperson

The EWG Chairperson is selected at the meeting. The function is that of a normal Chairperson: to keep the meeting running smoothly and ensure participation by all experts. The Chairperson is expected to:

- act as facilitator of the group in its production of draft text
- assist the Secretariat, Steward and Rapporteur to prepare the EWG report
- be involved, where appropriate, with the Steward in incorporating EWG comments into the draft standard.

ExpertsMembers

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.

Rapporteur

Each EWG requires a rapporteur to take down the text for the draft standard and, where possible, to take notes on the meeting discussions. The Rapporteur should have facility with the English language and be able to use a computer for note taking. This is an extremely important supporting function of the EWG. Where possible the Rapporteur should not be a member of the EWG but be part of the supporting team. If a member of the EWG does have to act as Rapporteur, that expert's contribution to the meeting

discussions tends to be severely restricted. The Rapporteur should, where possible, assist the Secretariat with the meeting report.

Invited experts

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

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.

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

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.

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

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/>).

Observers

Observers are expected to:

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

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

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

Meeting resources

The usual meeting resources are required for an EWG meeting. These include:

- a quiet room large enough to accommodate the participants
- white boards, flip charts and marker pens
- computer and, preferably, a projector for the computer and an internet connection
- coffee/tea making facilities for work breaks
- copies of ISPMs, Commission reports, dictionary.

Time schedule for meeting

The meeting is scheduled by the Secretariat in coordination with interested parties and participants after the Commission has agreed to the LOT. Meeting dates are posted on the IPP. Experts are nominated by member countries and RPPOs and the specific experts for any particular EWG are selected by the SC. Following this, the nominated Secretariat person and the Steward arrange:

At least three months prior to the meeting

The Secretariat makes a call for discussion papers.

At least two months prior to the meeting

The Secretariat:

- sends the requests for discussion papers to the EWG members
- announces the meeting to participants by email, indicating the date and place of the meeting, and sends out invitations by email
- sends personal invitations required for visa applications as requested by participants.

At least one month prior to the meeting

The Secretariat:

- asks experts to exchange comments on discussion papers
- sends a personal invitation letter by email to each expert announcing the meeting (if not already done). When the meeting is in Rome, and for experts from countries not requiring a visa, paper copies of the letter of invitation may be sent only on request.
- asks experts if they have any specific needs
- forwards information provided by the collaborator.

The collaborator:

- sends a personal invitation letter
- provides information to the Secretariat

EWG members:

- undertake to obtain authorization from their authorities, if appropriate
- reply to the IPPC Secretariat and request financial assistance for their expenses, if needed, immediately after they receive a copy of their email invitation
- reply to the organizers as stated in the letter of invitation to acknowledge receipt of the invitation and inform the organizer of their attendance (this requirement facilitates the obtaining of building passes etc.)
- ensure their visa and travel arrangements are completed in time.

At least two weeks prior to the meeting

The Secretariat forwards to the EWG members:

- an agenda for the meeting
- time and venue of the meeting
- planned meeting hours.

Output of the meeting

The EWG should finish the meeting with a draft standard. Occasionally, this is not the case and further discussions via email are required. However, these should be limited to one month after the EWG meeting and the draft should then be released to the Secretariat.

Where substantial work still needs to be done on the draft standard the Secretariat, in consultation with the Steward and SC, arranges for a further meeting.

Each EWG meeting should produce a draft standard and a report (made available on the IPP) of the meeting (noting major discussion points or contentious issues). The Steward should be familiar enough with the issues of the draft standard to be able to attend a SC meeting (often the Steward is a SC member) and discuss the draft with the SC.

Post-meeting consideration of the draft ISPM

The Secretariat will distribute draft ISPMs to EWG members and request them to submit comments within the agreed period of time. The EWG members will submit their comments as appropriate to the Secretariat within this agreed time.

Guidance on drafting standards and meeting documents is available in the [IPPC style guide](#).

6.3 Deadlines for posting expert working group meeting papers and reports

The following deadlines apply for posting meeting papers and reports for EDG meetings (refer also to [ANNEX 9](#) to this manual):

- Discussion papers: two weeks prior to the meeting
- Meeting reports: eight weeks after the meeting.