



COMMISSION ON PHYTOSANITARY MEASURES

GUIDANCE FOR CONTRACTING PARTIES ON HOSTING IPPC MEETINGS THAT ARE TRADITIONALLY HELD IN ROME

(noted by the CPM Bureau in June 2025)

Background

[1] The International Plant Protection Convention (IPPC) encourages its Contracting Parties to express interest in hosting IPPC meetings, such as International Symposium or Workshops, SC or IC subgroup meetings, or any other relevant meetings. This document outlines the process for submitting an expression of interest, including proposed funding contributions, and the steps for assessment and decision-making by the IPPC Secretariat. Contracting Parties are invited to follow these steps to ensure a clear and efficient process.

[2] **Step 1: Submission of Expression of Interest**
Contracting Parties wishing to host an IPPC meeting should submit a formal letter of interest to the IPPC Secretariat at least six months prior to the proposed meeting date, unless otherwise specified. The letter should include:

- Proposed Meeting Details: Type of meeting (e.g. technical panel, working group, or other), preferred dates, and location (city and venue).
- Funding Commitment: A clear statement of the financial contribution the Contracting Party is prepared to provide. This may cover costs such as venue hire, logistics, interpretation, and other operational expenses, in line with IPPC financial guidelines.
- Purpose of Hosting: A brief explanation of the motivation for hosting the meeting and its relevance to IPPC objectives, such as advancing plant protection and international cooperation or enhancing trade facilitation.
- Contact Point: Designation of a focal point for coordination with the Secretariat.

[3] Submissions should be sent to the IPPC Secretary via email (ippc@fao.org) or through official channels, addressed to the Secretariat at its headquarters in Rome.

[4] **Step 2: Assessment by the IPPC Secretariat**
The Secretariat will acknowledge receipt of the expression of interest within two weeks and conduct an assessment based on the following considerations:

- Alignment with IPPC Goals: The proposed meeting's contribution to the IPPC Strategic Framework and work programme.
- Resource Capacity: The Secretariat's ability to support the meeting, considering staff availability, technical needs, and scheduling constraints.
- Financial Viability: The sufficiency of the proposed funding in relation to estimated costs, as guided by IPPC financial procedures.
- Logistical Appropriateness: The suitability of the proposed venue, including accessibility, facilities, and capacity to meet IPPC requirements for in-person or hybrid formats.

[5] The Secretariat may engage with the Contracting Party during this stage to seek clarification or additional details as needed.

[6] **Step 3: Decision by the IPPC Secretariat**
Following the assessment, the Secretariat will finalize its decision in consultation with the IPPC Bureau

or relevant governing bodies, as appropriate. The Contracting Party will be informed of the outcome within two months of submission, unless an alternative timeline is agreed. Possible outcomes include:

- Approval: Confirmation that the Contracting Party may host the meeting, with guidance on next steps for planning and coordination.
- Conditional Approval: Acceptance pending specific modifications, such as adjustments to funding or logistics.
- Declination: A reasoned explanation if the proposal is not feasible, with suggestions for future consideration if applicable.

[7] Approved hosts will collaborate with the Secretariat to formalize arrangements, including a hosting agreement detailing responsibilities, funding terms, and other obligations.

Additional Notes

[8] Contracting Parties are encouraged to review IPPC financial and procedural guidelines on travel of IPPC Contracting parties to IPPC Meetings¹ and engage with the Secretariat early to clarify expectations. The Secretariat is dedicated to supporting Contracting Parties in hosting meetings that enhance the Convention's mission to protect global plant resources.

[9] For further assistance, please contact the IPPC Secretariat at ippc@fao.org