



25 January 2012

Re: The International Plant Protection Convention (IPPC) – Membership of the Bureau of the Commission on Phytosanitary Measures, Standards Committee, and the Subsidiary Body on Dispute Settlement

Letter sent to FAO Regions (Appended: List of CPM contacts for the FAO Regions)

I have the pleasure to draw your attention to three items that require consideration and responses from you as the Chair of the FAO Region.

1. Nominations to elect a new Bureau of the Commission on Phytosanitary Measures (CPM) (Annex 1)
2. Nominations and submissions confirming existing members and potential replacements for the Standards Committee (SC) (Annex 2)
3. Nominations and submissions confirming existing members and potential replacements for the Subsidiary Body on Dispute Settlement (SBDS) (Annex 3)

In addition, two CPM Papers can be accessed on the IPPC International Phytosanitary Portal (IPP).

- A. CPM Meeting Document 6, Election of the Bureau [2012-2014], [www.ippc.int]
- B. CPM Meeting Document 2, Membership and potential replacements for the Standards Committee and Subsidiary Body on Dispute Settlement [www.ippc.int]

Procedure for submission of nominations

Nominations or, where appropriate, confirmation of the existing members and potential replacements should be submitted by 27 February 2012. Please see the enclosed documents for further information on nomination and confirmation requirements.

Nominations where required and submissions confirming existing members and potential replacements for the CPM Bureau, Standards Committee, and the Subsidiary Body on Dispute Settlement should be sent to the IPPC Secretariat, preferably **by e-mail (ippc@fao.org)**. Submissions may also be sent **by fax (+39 06 570 53057)**.

All nominations should include the following information:

- Nominee's name, full mailing address, telephone number, fax number and e-mail address
- Nominee's curriculum vitae (CV)
- Statement of commitment (Annex 7)

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If you have any questions, please contact Yukio Yokoi (+39 06 5705 4812, yukio.yokoi@fao.org) for matters related to the CPM Bureau, Brent Larson (+39 06 5705 4915, brent.larson@fao.org) for matters related to the Standards Committee, or David Nowell (+39 06 5705 2034, dave.nowell@fao.org) for matters related to the Subsidiary Body on Dispute Settlement.

Yours sincerely,



Yukio Yokoi
Secretary

International Plant Protection Convention

Attachments:

- (Annex 1) Nominations to elect a new Bureau of the Commission on Phytosanitary Measures
- *(Annex 2) Nominations and submissions confirming existing members and potential replacements for the Standards Committee
- *(Annex 3) Nominations and submissions confirming existing members and potential replacements for the Subsidiary Body on Dispute Settlement
- (Annex 4) Terms of reference and rules of procedure of the Standards Committee
- (Annex 5) Guidelines on the duties of members of the Standards Committee
- (Annex 6) Terms of reference and rules of procedure of the Subsidiary Body on Dispute Settlement
- (Annex 7) Statement of commitment

* Annexes 2 and 3 varied greatly for each FAO Region and therefore are not included in this news item letter.

Commission on Phytosanitary Measures (CPM) Bureau Chairperson, Vice-Chairpersons, and members

Nominations are needed to elect a new CPM Bureau, which shall consist of a Chairperson, two Vice Chairpersons and four additional members in such a way that all FAO regions are represented in the Bureau. At its second session in 2006, the CPM adopted an amendment to its Rules of Procedure as follows:

**RULE II
OFFICERS**

1. The Commission shall elect a Chairperson, not more than two Vice-Chairpersons and other persons from among the delegates to form a Bureau of seven persons, so that each FAO region is represented. The Commission shall elect a rapporteur for each regular session from among the delegates. No delegate shall be eligible without the concurrence of the respective head of delegation. The Bureau shall be elected under FAO Rules and Regulations at the end of a regular session and shall hold office for a term of two years. The Chairperson, or in the absence of the Chairperson, a Vice-Chairperson, shall preside at all meetings of the Commission and shall exercise such other functions as may be required to facilitate the work of the Commission. A Vice-Chairperson acting as a Chairperson shall have the same powers and duties as the Chairperson. The purpose of the Bureau is to provide guidance to the CPM on the strategic direction, financial and operational management of its activities in cooperation with others as approved by CPM.
2. CPM-7 (2012) must elect a new Bureau because the two year term of the current Chair and Vice-Chairpersons will end at the end of the CPM-7 (2012) meeting. The new Bureau shall consist of a Chairperson, two Vice-Chairpersons and four additional members in such a way that all FAO regions are represented in the Bureau. The term of the new Bureau will start immediately after CPM-7 (2012) and will end at the conclusion of CPM-9 in 2014.
3. The table below shows the names and FAO regions of the persons who have held positions in the Bureau since the inception of the CPM (formerly the Interim Commission on Phytosanitary Measures).
4. Rule II.1 makes clear that a person can only be elected to the Bureau if he/she is present at the session of the CPM where the election takes place. In addition, the person must have agreement from his/her head of delegation to be elected.
5. The elections will take place in separate stages, as the Chairperson and Vice-Chairpersons will be elected first and then the remainder of the Bureau will be elected from FAO regions not represented by the Chairperson and Vice-Chairperson.

Persons who have held positions in the Bureau since the inception of the CPM

Year elected	Name	Country	FAO Region
1998 (ICPM-1)	Mr John Hedley, Chair	New Zealand	Southwest Pacific
	Mr Orlando Morales, Vice Chair	Chile	Latin America and the Caribbean
	Mr Radhey Shyan, Vice Chair	India	Asia
2001 (ICPM-3)	Mr Felipe Canale, Chair	Uruguay	Latin America and the Caribbean
	Mr John Hedley, Vice Chair	New Zealand	Southwest Pacific
	Mr Ralf Lopian, Vice Chair	Finland	Europe
2003 (ICPM-5)	Mr Ralf Lopian, Chair	Finland	Europe
	Mr Felipe Canale, Vice Chair	Uruguay	Latin America and the Caribbean
	Mr Maghespren Chinappen, Vice Chair	Mauritius	Africa
2005 (ICPM-7)	Mr Chagema Kedera, Chair	Kenya	Africa
	Mr Ralf Lopian, Vice Chair	Finland	Europe
	Ms Reinouw Bast-Tjeerde, Vice Chair	Canada	North America
2006 (CPM-1)	Mr Chagema Kedera, Chair	Kenya	Africa
	Mr Ralf Lopian, Vice Chair	Finland	Europe
	Ms Reinouw Bast-Tjeerde, Vice Chair	Canada	North America
2008 (CPM-3)	Ms Reinouw Bast-Tjeerde, Chair	Canada	North America
	Mr Chagema Kedera, Vice Chair	Kenya	Africa
	Mr Mohammad Katbeh-Bader, Vice Chair	Jordan	Near East
	Mr Steve Ashby, member	United Kingdom	Europe
	Mr Arifin Tasrif, member	Indonesia	Asia
	Mr Francisco Gutierrez, member	Belize	Latin America and the Caribbean
	Mr Bill Roberts, member	Australia	Southwest Pacific
2010 (CPM-5)	Mr Mohammad Katbeh-Bader, Chair	Jordan	Near East
	Mr Steve Ashby, Vice Chair	United Kingdom	Europe
	Ms Kyu-Ock Kim, Vice Chair	Republic of Korea	Asia
	Mr Francisco Gutierrez, member	Belize	Latin America and the Caribbean
	Mr John Greifer, member	United States	North America
	Mr Arundel Sakala, member	Zambia	Africa
	Mr John Hedley, member	New Zealand	Southwest Pacific

TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE STANDARDS COMMITTEE

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)

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;
- 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 ; and
- 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 SC¹.

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.

¹ 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)

GUIDELINES ON THE DUTIES OF MEMBERS OF THE STANDARDS COMMITTEE

The SC approved Guidelines on the duties of members of the SC in November 2006, noting that, where necessary, they can be modified using the SC's normal procedures¹.

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 procedures, 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:

- fulfill 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 harmonised 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 chair and vice chair. In addition, the SC members from each FAO region select a member to form the SC-7 who, in turn, select their own chair. 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 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

¹ SC (November 2006, paragraph 104) modified by the SC (November 2008)

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-mail without prior agreement.

TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE SUBSIDIARY BODY ON DISPUTE SETTLEMENT

The CPM-1 (2006) established the Subsidiary Body on Dispute Settlement and adopted its Terms of Reference and Rules of Procedure¹. Subsequent changes to the Rules of Procedure were adopted by The CPM-2 (2007) and the CPM-4 (2009)².

1. Scope of the Subsidiary Body on Dispute Settlement

The Subsidiary Body on Dispute Settlement manages the dispute settlement functions of the Commission and provides assistance to the Commission with regard to dispute settlement in the WTO and other organizations.

2. Objective

The main objective of the Subsidiary Body on Dispute Settlement is the oversight, administration and support of the IPPC dispute settlement procedures.

3. Structure of the Subsidiary Body on Dispute Settlement

The Subsidiary Body on Dispute Settlement consists of 7 members, one member drawn from each of the FAO Regions.

4. Functions of the Subsidiary Body on Dispute Settlement

The Subsidiary Body on Dispute Settlement has the following functions:

- Provide guidance to the Secretariat and disputing parties in selecting appropriate dispute resolution methods and may assist in conducting or administering consultation, good offices, mediation, or arbitration.
- Propose nominations for independent experts using Expert Committee procedures (see the reports of the ICPM-2 (1999), Appendix IX, Section 4 and ICPM-3 (2001), Appendix XI, Section H, paragraph 27b) where the disputing parties cannot agree on experts proposed by the Secretariat.
- Approve reports of Expert Committees including verification of all points in Expert Committee procedures (see the reports of the ICPM-2 (1999), Appendix IX, Section 4 and the ICPM-3 (2001), Appendix XI, Section F); and
- Undertake other functions as directed by the Commission, which may include:
 - a) assist the Secretariat with requests from WTO or other organizations;
 - b) report on IPPC dispute settlement activities as well as dispute settlement activities undertaken or completed by other organizations that have implications for the phytosanitary community;
 - c) assist in identifying appropriate experts (e.g. for WTO dispute settlement);
 - d) assist in review and maintenance of expert rosters; and
 - e) identify appropriate training opportunities.

¹ For reference purposes, it is noted that Terms of Reference and Rules of Procedure of the SBDS had previously been adopted by ICPM-6 (2004).

² CPM-1 (2006), Appendix V with changes to the Rules of Procedure adopted at CPM-2 (2007) Appendix 16 and CPM-4 (2009) Appendix 16

5. IPPC Secretariat

The Secretariat provides administrative, technical and editorial support as required by the Subsidiary Body on Dispute Settlement. The Secretariat is responsible for reporting and record keeping regarding the dispute settlement activities.



INTERNATIONAL PLANT PROTECTION CONVENTION (IPPC)

STATEMENT OF COMMITMENT

Click [here](http://www.ippc.int) to find the IPPC Procedure Manual on the IPP (www.ippc.int), where you can download this form

[Report of CPM-2 (2007), Appendix 11]

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

1. IPPC body (Standards Committee, Subsidiary Body on Dispute Settlement, Technical Panel, Expert Working Group, IPP Support Group, etc.):

Expected meeting date and location, if relevant:

2. Nominee:

I have read the information listed and referenced in Appendix 1 in regards to my nomination and if selected agree to undertake the tasks and responsibilities involved and commit the time required. I have also discussed with my employer the time commitment and financial resources¹ required (as appropriate) to carry out my duties if my nomination is approved for the body indicated under section 1 above.

Signature

Date

Contact details for nominee:

Name: (LAST NAME in upper case, given names)

E-mail:

Phone:

Fax:

Mailing address:

General membership duties relevant to all bodies:

- allocate time, as appropriate, for travel to the meeting, attendance in the meeting and follow-up activities, as necessary
- consult and liaise with relevant national and international experts, as appropriate
- read all meeting documents prior to the meeting and provide discussion papers and/or comments, if necessary
- maintain a functioning e-mail address and join in e-mail discussions or conference calls falling outside of the meeting dates and times, if necessary
- participate as an individual expert in a personal capacity
- participate in relevant meetings for the duration of the term
- if unable to attend the meeting provide written notification to the IPPC Secretariat well in advance and before travel arrangements have been made

¹ As recommended by the second session of the Interim Commission on Phytosanitary Measures (1999), whenever possible, those participating in IPPC activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants.

- other specific details may be found in the IPPC Procedure Manual (<https://www.ippc.int/id/159891>).

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

- attend one to three SC meetings annually at the FAO headquarters
- act as a steward for expert drafting group meetings held in various international locations
- participate in relevant regional workshops for reviewing draft ISPMs
- participate for the entirety of the 3 year term, as appropriate
- other duties as assigned.
- Further details are provided in the following documents, found in the IPPC Procedure Manual:
- Terms of reference and Rules of procedure for the SC
- Guidelines on the duties of SC members
- Guidelines on the role and responsibilities of a steward of an ISPM.

Subsidiary Body on Dispute Settlement (SBDS) member duties, in addition to the above general duties:

- attend one annual meeting
- other duties as assigned.
- Further details are provided in the following documents, found in the IPPC Procedure Manual:
- Terms of reference and Rules of procedure for the SBDS.

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

- attend at least one annual meeting
- long term commitment, no specified term [Note: The Terms of reference and rules of procedure for technical panels adopted at the CPM-3 (2008) introduced a 5-year term for technical panel members (Rule 3).]
- other duties as assigned.
- Further details are provided in the IPPC Procedure Manual:
- Terms of reference and Rules of procedure for TPs

Guidelines for the composition and organization of expert working groups

- Guidelines for the operation of expert working groups.

Expert working group member duties, in addition to the above general duties:

- attend at least one week-long meeting.
- other duties as assigned.
- Further details are provided in the IPPC Procedure Manual:
- Guidelines for the composition and organization of expert working groups
- Guidelines for the operation of expert working groups.

Diagnostic protocol editorial team member duties, in addition to the above general duties:

- on going e-mail consultation and liaison with lead author or discipline lead.
- Further details are provided in ISPM 27 (*Diagnostic protocols for regulated pests*) and the IPPC Procedure Manual:
- Instructions to authors of diagnostic protocols.

IPP Support Group duties, in addition to the above general duties:

- attend at least one annual meeting
- e-mail consultation occasionally sought.