



REPORT

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Focus Group on Improving the IPPC Standard Setting Process July 2011

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EXECUTIVE SUMMARY

At its 6th session, the Commission on Phytosanitary Measures (CPM-6 (2011)) of the International Plant Protection Convention (IPPC) recognized the need to improve and streamline the process of adopting draft International Standards for Phytosanitary Measures. The CPM recognized that it would take many years for all topics on the List of topics for IPPC standards to be developed and adopted and that countries need diagnostic protocols and phytosanitary treatments urgently. The CPM proposed that the process be changed to accelerate the development of these diagnostic protocols and phytosanitary treatments.

The CPM also agreed that the member consultation process needs to be reconsidered; in particular the comments received 14 days prior to CPM meeting.

The Focus Group on Improving the IPPC Standard Setting Process met from 25-29 July 2011 in Paris, France. It discussed the standard setting process and concluded that current procedures provide a thorough, transparent and consensus-based standard setting process for general standards as well as diagnostic protocols and phytosanitary treatments. Many suggestions for improvements provided by previous focus groups are being implemented (such as the Online Comment System (OCS)). However, current practice shows that complications in roles and responsibilities, resources and decision-making result in result in potential compromises in quality output.

The Focus Group discussed ways of improving the IPPC standards setting process and received valuable input from representatives of other standards setting organizations: World Organisation for Animal Health (OIE), Codex Alimentarius and the non-governmental International Organization for Standardisation (ISO).

The report contains the conceptual issues discussed by the Focus Group and action-orientated recommendations. In particular, the Focus Group identified five key points to improve the current IPPC standard setting process (SSP):

1. The CPM should no longer draft text. All draft standards presented to the CPM for adoption are subject to formal objection only
2. There should be only one standards setting process, with modifications for technical standards (i.e. diagnostic protocols and phytosanitary treatments)
3. The CPM should delegate its authority to the SC to adopt DPs on its behalf. DPs adopted through this process would be attached to the report of the following Commission meeting and a record of their adoption noted in the SC report.
4. Specific recommendations on increasing the effectiveness and efficiency of the IPPC standards setting process, including more emphasis on regional coordination by assigning one SC member from each region as the regional coordinator
5. A Framework for Standards should be developed, to be carried out by a task force funded by extra budgetary resources.

INTRODUCTION

At its 6th session, the Commission on Phytosanitary Measures (CPM-6 (2011)) of the International Plant Protection Convention (IPPC) recognized the need to improve and streamline the process of adopting draft International Standards for Phytosanitary Measures (ISPM). The CPM recognized that it would take many years for all topics on standards on the List of topics for IPPC standards to be developed and adopted.

Countries need diagnostic protocols and phytosanitary treatments urgently. The CPM proposed that the process be changed to accelerate the development of these standards. It also agreed that the member consultation process needs to be reconsidered; in particular the urgent comments received 14 days prior to CPM. The CPM agreed to review the process of standard setting and asked the Standards Committee (SC) to discuss and outline the key points for a Focus Group meeting.

The Focus Group on Improving the IPPC Standard Setting Process (Focus Group) met from 25-29 July 2011 in Paris, France. The Focus Group consisted of a representative from each of the FAO regions including a representative from the Standards Committee and the Bureau, together with the IPPC Secretariat, a representative from the host, the organiser and three standard setting organizations (Codex, OIE and ISO) and two external consultants. Following the meeting, the Focus Group agreed to the report. The report will be submitted to CPM-7 (2012) with separate input from the CPM Bureau, the Informal Working Group on Strategic Planning and Technical Assistance (SPTA) and the SC. The European and Mediterranean Plant Protection Organization (EPPO) hosted the meeting at its Headquarters in Paris and Mr Ringolds Arnitis, Director General of EPPO, welcomed the group. Ms Rebecca Bech (North American representative) was appointed Chair and Ms Julia Rymer was appointed Rapporteur. After the group adopted the agenda (Appendix 1 to this report), the Secretariat gave an overview of the meeting documents (Appendix 2 to this report).

The participants (Appendix 3 to this report) provided summaries of the documents that reviewed procedures of the standard setting process and opinion papers by members and presentations on the standard setting process of the other international standard setting organizations. The consultants reflected on the performance, managerial and quality aspects of the standard setting process.

According to the terms of reference (TOR), the tasks for the Focus Group were as follows:

- Task 1: Examine the Member Consultation process, in particular the member consultation period ending 14 days prior to CPM. The group will also consider how to have a second member consultation in a more appropriate time
- Task 2: Re-examine and streamline the approval process for draft ISPMs under the special process (Diagnostic Protocols (DPs) and Phytosanitary Treatments (PTs))
- Task 3: Examine new efficiencies and expedited ways of achieving standard setting work
- Look at any other possibilities for improving and streamlining the IPPC Standard Setting Process (SSP) not outlined above.

Based on these tasks, the Focus Group agreed the meeting objective was to propose the best possible practices, without limiting them to the current standard setting process and to current resources.

The IPPC Secretariat explained the IPPC SSP in detail. Representatives from other standard setting bodies explained their SPP and participated in the Focus Group discussions, shared their experiences and provided suggestions for improvement. These bodies were:

- The two other standard setting bodies recognised under the WTO Agreement on the Application of Sanitary and Phytosanitary Measures: the World Organisation for Animal Health (OIE) and Codex Alimentarius (Codex). These two bodies, along with the IPPC, are known as the “Three Sisters”

- The non-governmental International Organization for Standardization (ISO).

The Focus Group made a number of observations on the similarities and differences between the processes used by the different standards setting organizations that are outlined in Appendix 4 to this report.

The Focus Group considered the results of the external evaluation of the IPPC and recommendations made by previous IPPC focus groups on standards setting and other discussion documents prepared by Focus Group participants.

The Focus Group noted that, according to the TOR, the Focus Group recommendations would go to the SPTA and Bureau before being presented to the CPM. As the CPM had commissioned the Focus Group directly, the Focus Group strongly recommended that any comments from the SPTA and Bureau be presented as a separate paper, rather than changing the Focus Group report and recommendations.

The Focus Group agreed to some important considerations about its work that guided its discussions:

- Standards should be based on science, but the Focus Group acknowledged that practicalities could affect certain contracting parties or regions and, ultimately, decisions are made by the CPM.
- Resources are a major concern for the IPPC Secretariat and affect the standard setting process, but thoroughly addressing such issues was outside of the scope of the Focus Group. Any suggestions about resources raised in Focus Group discussions would be forwarded for further consideration to the group developing the IPPC resource mobilization strategy.
- To preserve the strengths of the IPPC SSP, the Focus Group based its recommendations on the existing processes and identified the areas that needed improvement and how to fix them, rather than completely redesigning the whole process.
- Transparency is an important aspect of standard setting and the IPPC Secretariat has been praised for the transparency of its standard setting process. However, the Focus Group noted the process could be more efficient. Increasing efficiency does not need to negate transparency, but the two should be better balanced.

Translation and interpretation are important to ensure participation by IPPC contracting parties and are part of the UN rules that govern FAO and the IPPC. While acknowledging the differences in the way the IPPC Secretariat and other standard setting organizations deal with languages, the Focus Group did not address any language issues.

TASK 1: EXAMINE THE MEMBER CONSULTATION PROCESS, IN PARTICULAR THE MEMBER CONSULTATION PERIOD ENDING 14 DAYS PRIOR TO CPM. THE GROUP WILL ALSO CONSIDER HOW TO HAVE A 2ND MEMBER CONSULTATION IN A MORE APPROPRIATE TIME

The Focus Group discussed the impact that the existing member consultation period ending 14 days prior to the CPM meeting has on the meeting itself, the CPM subsidiary bodies (SC, Bureau, etc), Stewards, and the IPPC Secretariat. The Focus Group also discussed options for member consultation that could alleviate the challenges of dealing with comments received immediately prior to the CPM meeting. The group identified the following issues with the member consultation period prior to the CPM meeting:

- The existing member consultation period ending 14 days prior to the CPM meeting was designed to gain consensus on draft standards before the CPM meeting. However, some last-minute concerns, or prior concerns contracting parties thought had not been addressed, were being raised in the CPM plenary, causing the CPM to delay adoption or to attempt to edit or even rewrite the draft standard. The existing member consultation period ending 14 days prior to the CPM meeting was implemented to notify the Secretariat and the Steward of these concerns so they could be resolved in advance of the CPM plenary. However, contracting parties have raised even more concerns during this commenting period and there is insufficient time to properly address them.
- As a result, draft standards are modified in CPM evening sessions. However, not all delegations have the technical expertise available at the CPM meeting to address technical issues and discussions are mainly held in English, limiting participation from some members. These evening CPM drafting sessions use valuable meeting time and resources for editing draft standards rather than for substantive and strategic pest and phytosanitary issues. Without these evening drafting sessions, the Focus Group noted that the CPM participants could use this time for discussion of strategic issues or for valuable networking which would help in building understanding and trust between contracting parties.
- In addition, the Focus Group noted that drafting and editing standards is the responsibility of the SC and not the CPM.

The Focus Group discussed some potential causes for the increased number of comments submitted during the period just prior to CPM:

- Contracting parties may consider that their comments have not been addressed or they may not be aware of the reasons for not including the comments in previous member consultations of the draft standard.
- Although the Secretariat posts the SC-7 approved draft standards on the IPP restricted work area for review by NPPOs, RPPOs and SC, contracting parties submit very few comments to the SC members representing their region. The Focus Group noted this opportunity to review draft ISPMs may be under-utilized by contracting parties and RPPOs as they may not realise that they can raise concerns at this time.
- There has been insufficient regional coordination to ensure that SC members and Stewards are aware of the country and regional concerns about draft standards. In addition, there has been insufficient effort to inform countries and regions how concerns are being addressed.
- Some contracting parties felt that if they continued to insist their comments be addressed, they would be able to succeed in getting their comments incorporated due to the pressurized situation during the CPM evening sessions.
- It was thought that the OCS would help to alleviate the burden for the Secretariat in compiling comments and may allow more draft standards to be released for member consultation.

Discussion regarding options for the consultation process included:

- Whether the best outcome for the IPPC SSP would be achieved by having contracting parties review drafts twice: once as a preliminary draft and again as a final draft.
- The process should be flexible enough to leave out the second comment or consultation period if it is not needed and to add additional consultation periods if they were needed.
- The belief that it would be helpful if comments were provided earlier in the IPPC SSP to avoid last-minute (prior to CPM) comments and to enable the SC to respond to concerns raised. The Focus Group strongly agreed that there should be no drafting of text at the CPM meeting and the CPM should simply approve the adoption of draft standards.
- That it was contracting parties' sovereign right not to accept a draft standard and there should be a way for members to raise serious last minute objections that would result in the draft not being adopted by the CPM. This would negate the need for lengthy discussion and redrafting at Commission meetings.

The Focus Group proposed that the IPPC SSP should be adjusted slightly:

- Instead of the consultation period prior to CPM, a period for consultation could be provided after the SC-7 has reviewed and revised the draft standard in response to member comments submitted during the 100 day member consultation.
- Contracting parties would have an appropriate amount of time to review the revised draft and submit comments to SC.
- This consultation period could be used for raising substantial concerns about the revised draft to be submitted to the SC via the IPPC Secretariat.
- The SC would review the concerns and, if they could be addressed, prepare the draft standard for adoption by CPM.
- If the concerns raised resulted in a major revision of the draft standard, the SC could send it for a second round of member consultation or for as many rounds as deemed necessary.
- Although draft standards are currently made available to NPPOs and RPPOs after the SC-7 has revised them, very few NPPOs and RPPOs are aware or utilize this opportunity to provide input.
- The consultation period prior to CPM would then be used by contracting parties to submit formal written objections on draft standards. These objections would need to be supported by a technical justification and guidance for improvements. Only formal written objections would stop adoption, with the receipt of a formal objection resulting in the draft standard not being considered for adoption by the CPM.

RECOMMENDATIONS

To avoid the large volume of comments received prior to the existing member consultation period ending 14 days prior to the CPM meeting and to give CPM members appropriate opportunity to submit comments throughout the IPPC SSP, the Focus Group recommended that:

1. There should be no drafting of draft standards at the CPM meeting.
2. A consultation period should be added to the IPPC SSP after the initial member consultation, with CPM members having 60 days to review SC-7 approved draft standards and submit any substantial concerns to the SC via the IPPC Secretariat. The SC reviews the substantial concerns submitted, revises the draft standard accordingly and communicates its reasoning on addressing these concerns to CPM members.
3. All draft standards presented to CPM for adoption are subject to a formal objection only. If a contracting party has a formal objection, it submits it with the technical justification and suggestions for improvement to the Secretariat no later than 14 days prior to CPM. The draft standard will then not be considered for adoption by the CPM and returned to the SC.

4. If the draft ISPM had previously been included on the agenda of the CPM and was subjected to a formal objection, the SC decides whether to forward the draft ISPM to the CPM for a vote (i.e. not under the formal objection process).
5. These recommendations have been incorporated into a revised Annex 1 to the CPM Rules of Procedure (See Appendix 5 to this report) and will be submitted to the CPM-7 (2012) for consideration and possible adoption.

TASK 2: RE-EXAMINE AND STREAMLINE THE APPROVAL PROCESS FOR DRAFT ISPMS UNDER THE SPECIAL PROCESS (DIAGNOSTIC PROTOCOLS (DPS) AND PHYTOSANITARY TREATMENTS (PTS))

General points of discussion included whether:

- There should be an expedited process for updating technical documents which would allow them to be updated as necessary.
- PTs and DPs should be adopted by the CPM or the SC should be the final approving body. The Focus Group noted that all official documents at other standard setting bodies are adopted at the highest level. Initially, the Focus Group considered that the DPs did not need to be adopted by the CPM. However, through further discussion it was agreed that DPs should be adopted by the CPM because they are valuable documents that help guide important phytosanitary work. The Focus Group then considered CPM giving authority to the SC to adopt DPs on its behalf.
- To continue a separate SSP (special process) for technical documents or a single process for all documents with some modifications for technical standards such as DPs and PTs, with other components of the special process (such as electronic decision making and having the technical panels resolve issues raised by member comments) remaining.
- Modification of technical documents should be done by the SC or by the technical panel.
- PTs should be adopted in the same way as diagnostic protocols. Some Focus Group representatives thought that they were similar to each other while others thought the PTs should be handled more like general ISPMs. PTs are different from DPs because they have more trade implications.
- DPs should continue to be included in the List of topics for IPPC standards.

It was noted that it would be helpful to speed up the process for adopting DPs and PTs when drafting for the first time and when updating them. In order to simplify the process, it was agreed that there should be only one IPPC SSP with slight modifications for technical standards.

The Focus Group agreed that PTs should continue to be adopted as in the current special process by the CPM without discussion, whereas DPs could be adopted by a more streamlined process.

The Focus Group agreed that DPs should be adopted by CPM because they are valuable documents that help guide important phytosanitary work and agreed the CPM should give authority to the SC to adopt DPs on its behalf.

RECOMMENDATIONS

The Focus Group noted that, for technical standards, some of the current procedures in the special process function well (e.g. SC making decisions electronically and member comments resolved by the technical panel) and there was no need to change these. However, the Focus Group agreed that there would be benefits from changing some aspects of the process for DPs and recommended streamlining the process of approval of the DPs.

The Focus Group recommended that:

6. DPs are valuable documents that should be adopted by CPM.
7. PTs to continue to be adopted by CPM.
8. There should be a single IPPC standard setting process (flow chart (Appendix 6 to this report) and CPM Annex 1 Rules of Procedure (Appendix 5 to this report)). Specific technical standards (e.g. DPs, PTs) should follow this process, but the procedures currently used in the “special process” (such as electronic decision-making) should continue to apply. The following exceptions to the proposed IPPC standard setting process would apply:

- . Steps in the standard setting process are not restricted to any specific time of the year, although member consultation would be at defined times (e.g. January and July)
 - . The SC can make decisions electronically
 - . Unlike other draft standards, DPs and PTs are not considered by the SC-7, but are considered and resolved by the relevant TP. The SC approves these by e-decision and as these DPs and PTs are not SC meeting documents, they are not made available to NPPOs and RPPOs.
9. DPs subject to a different adoption process (new procedure)
- A. The CPM delegates its authority to the SC to adopt DPs on its behalf. The DP adoption process should be that once the SC approves the DP, it is posted publicly and contracting parties are notified¹. Contracting parties have four weeks to review the draft DP and submit a formal objection, if any. If no formal objection is received, the SC, on behalf of the CPM, adopts the DP. DPs adopted through this process would be attached to the report of the following CPM.
 - B. Alternative Option – If the proposed SC adoption on behalf of the CPM is not agreed, the adoption process should be that the draft DP is adopted through submission to the CPM via the IPPC SSP or to contracting parties via electronic/written correspondence with a four week period for response. A formal objection would be required to stop adoption. If there were no formal objections, the DP would be adopted by the CPM outside the formal CPM meeting.
10. Procedures should be developed for the preferred option and would be applicable to DPs only.
11. When a technical revision is required for an adopted DP, the SC can approve the updates to adopted DPs via electronic means without going to the CPM. The SC can develop criteria for approving updates to adopted DPs. The updates will be posted as soon as the SC approves them.

¹ For translation of DPs, members would follow the mechanism for requesting the translation for DPs into FAO languages posted on the IPP (<https://www.ippc.int/index.php?id=1110995>)

TASK 3: EXAMINE NEW EFFICIENCIES AND EXPEDITED WAYS OF ACHIEVING STANDARD SETTING WORK

LOOK AT OTHER POSSIBILITIES FOR IMPROVING AND STREAMLINING THE IPPC STANDARD SETTING PROCESS

The Focus Group discussed ways of increasing efficiency and effectiveness, as well as time and resource management in the IPPC SSP. The Focus Group heard from OIE that it used different contact points in countries for different technical issues. The Focus Group noted that currently all communication with NPPOs is through the one official IPPC contact point. Often this contact point is a high-ranking government official who is not always experienced in handling technical issues and some of these issues may not reach the relevant officer quickly or effectively. There was discussion as to whether NPPOs should also nominate focal points to review standards, including DPs and PTs. The Focus Group did not recommend initiating alternative contact points because the authority rests with the contracting party and it needs to deal with any issues arising from the level/position of their contact point.

Selection of Topics and Development of Specifications

There was considerable discussion about how to better manage the list of topics and the work programme including:

- Aligning the List of topics for IPPC standards to the IPPC Strategic Framework, i.e. topics must fit the IPPC Strategic Framework to be approved by CPM
- To manage the current workload, it was proposed that the current List of topics for IPPC standards be aligned with the strategic plan
- Removing all the current List of topics for IPPC standards and requiring the resubmission of topics with complete documentation including the draft specification and literature review.
- That there should be a time constraint on how long a topic can stay on the list. If insufficient progress is made on the development of the standard, it should be removed from the queue or moved to low priority, i.e. have finite period to re-nominate and put into the 2-year cycle.
- Prioritization is considered a strategic tool. If the List of topics for IPPC standards is too long, other less strategic criteria might be applied to make decisions on priority, such as resources or availability of expertise for a topic.
- Adopting the List of topics for IPPC standards recently revised by the SC at its May 2011 meeting. This list of topics deletes some of the topics and ranks the rest according to IPPC strategic priorities, with 1 being the highest priority and 4 being the lowest priority.
- Not adding new topics for standards until the backlog is addressed.
- Priorities for the development of draft standards should be more realistic with the CPM setting the overall direction and determining the numbers of draft standards that can be developed. It was discussed whether all the topics on the list of topics are necessary and if the focus should be more on the conceptual standards and less on the commodity standards. The conceptual standards should help address trade issues.
- Adhere to the procedures that are part of the IPPC SSP and the draft standards should move more efficiently through: the SC should do less drafting and more reviewing and facilitating expert drafting groups (expert selection, reviewing specifications) and communication with RPPOs

The IPPC Secretariat informed the Focus Group that there was a misconception as to the backlog of the List of topics for IPPC standards, stating that there were only 3 approved specifications (excluding those worked on by technical panels). For example there were 25 topics for expert working groups, 11 of which were drafted; the Technical Panel on Pest Free Areas and Systems Approaches for Fruit Flies (TPFF) had 4 topics (3 drafted); the Technical Panel on Forest

Quarantine (TPFQ) had 7 topics (4 drafted); the Technical Panel on the Glossary (TPG) had 36 topics/terms (6 drafted); the Technical Panel on Diagnostic Protocols (TPDP) had 31 protocols (25 drafted or being drafted); and the Technical Panel on Phytosanitary Treatments (TPPT) had 4 topics, 28 treatments (10 drafted). Information on the reprioritisation of the topics by the SC was provided and discussed.

As a result of this information, the Focus Group refocused its discussions on what other changes to this part of the process would help expedite the development of ISPMs. Specifics discussed included:

- gaining more contracting party and regional support and involvement from the start, with topics given a higher priority when supported by more than one country and/or RPPO (having support from a minimum of two or three regions was discussed), noting that this support should be indicated on the submission form
- requiring a draft specification to be included when a topic was submitted in response to the biennial call for topics, which would reduce the development time by about six months and allow proposals to be more easily assessed for their relevance and feasibility
- that a literature review should be submitted with proposals for a new topics
- when the specification was adequate and the CPM approved the topic, the SC could review the draft specification immediately and approve it for member consultation sooner
- when possible, the submitter should identify resources for the development of the standard. It was noted that as part of the Codex SSP, members provided much of the support to help representatives from developing countries participate in the SSP. By having the submitter identify resources, it may help secure the timely development and adoption of a standard (i.e. the Codex approach of having members sponsor the development of standards)
- The IPPC Strategic Framework should be used as the basis for determining which submitted topics should be included on the List of topics for IPPC standards. As a result, submitted topics would no longer be reviewed by the SPTA
- It was noted that SC would be involved in the development of an IPPC Strategic plan for standard setting.

RECOMMENDATIONS

The Focus Group discussed a range of issues relating to the submission of topics in response to the biennial call for topics. It concluded that improvements would assist in the faster development of standards. The Focus Group recommended that:

12. A draft specification and literature review must be included with the topic submission.
13. To indicate a broader need for the proposed topic, submitters would be encouraged to gain support from other NPPOs and/or regions
14. If possible, the submitter of the topic should identify resources for the development of the proposed standard
15. The SC should use the IPPC Strategic Framework when reviewing submissions of topics. As a result, the submitted topics will no longer be presented to the SPTA
16. The SC should endeavour to submit draft specifications for member consultation immediately after new topics have been added to the List of topics for IPPC standards by the CPM

Framework for ISPMs

The OIE and Codex are older organisations and have more structure to their framework of standards. They group their standards by categories and then organize their work and organizational structures around those categories. Currently, the number of IPPC standards is

relatively small, but as numbers increase it will become more difficult to publish and use standards. It would also be more difficult to reorganise them. It was suggested that now is an appropriate time for the IPPC to develop a similar type of framework and that this would allow the possibility of organizing standards setting around it. The Focus Group identified that as the IPPC moves towards increasing commodity and pest-based standards, a framework for the standards would become essential.

The development of a framework could be expected, among other things, to help focus priorities, identify gaps in coverage of standards and needs in capacity development, to facilitate adoption or sponsorship of technical drafting groups and to identify linkages to associated areas like biodiversity, food security and trade.

The Focus Group considered that standards could be organized into a framework in a number of different ways for example based on Strategic Objectives or commodities. The framework previously proposed by Mr John Hedley (New Zealand) was one of a number of models that could be used. The development of a framework of standards could be an important step in the evolution of the IPPC and the Focus Group felt a framework should be developed by a task force.

As the Framework was developed and if additional technical groups were formed, the Focus Group noted that the roles of the SC might need to change. However, the current role of the SC in oversight and consistency of standards would still be required in some form.

RECOMMENDATIONS

The Focus Group noted that standards could be organized into a framework in a number of different ways and considered that as the IPPC moves towards increasing commodity and pest-based standards, a Framework for Standards would become essential. The Focus Group recommended that:

17. A task force be formed to develop a Framework for Standards, funded by extra budgetary funds.

Standards Committee: Size, regional coordination, training, authorization and other concerns

General issues

The Focus Group discussed the following points regarding the SC and the role of SC members:

- Standards cover a very broad area of topics, which makes it difficult for the SC to have sufficient expertise to review all draft standards.
- There may be conflicts resulting from the limited pool of experts on the SC who are often also members of the expert drafting groups. This makes it difficult to separate the roles of drafting, reviewing and revising.
- The workload of a Steward is high and there is a need for a broad (global) overview of some issues. It was thought that if the Steward had assistance it would be beneficial and may be an opportunity to provide developmental opportunities for potential SC replacement members. The Focus Group discussed the possibility of having a Steward and two assistants for each draft standard. The assistants could be from outside the SC, such as potential replacement members, ex-SC members or technical panel members.
- Moving the dates of SC meetings to allow the change in the dates of member consultation on draft standards.

RECOMMENDATIONS

The Focus Group noted the heavy workload of Stewards of the draft standards and the need for a global perspective. It was also considered important to provide developmental opportunities for potential SC replacement members. The Focus Group recommended that:

18. The SC assign a lead Steward and two assistants (these two assistants could be from outside the SC, such as potential replacement members, ex-SC members or technical panel members) for each topic.

Structure of SC

There was discussion on whether to reduce the size of the SC or whether some tasks of the SC could be transferred to technical committees. For example, the SC could be reorganized into three or more committees covering different aspects such as General, PTs, and DPs. It was noted that additional technical panels might be necessary to cover the scope of the work and if this was to be implemented, technical panels may need to have more regional representation.

However, discussion focused on the differing roles of the experts on the technical panels and those on the SC. It was considered that SC did not add much technical input to DPs and PTs, but it provided oversight of the work of the technical panels and helped ensure consistency in standards.

It was recognised that the SC might need to change in the future, for example, as confidence in the development of technical standards increased, and depending on the outcome of a task force on a framework for standards.

Membership

Currently, the SC works as two groups. The SC ensures there is equitable member representation at consideration of draft standards, while the SC-7 carries out detailed review of member comments and the consequence revision of draft standards in response to these comments. Nevertheless, all current tasks given to the SC put an increased burden on the SC members and the resources of the IPPC. Points considered included:

- It was felt that fair member representation is important but that the full SC and SC-7 are not always efficient in carrying out their work.
- One suggestion was to transition to a smaller SC by having a core of fourteen members of the SC (2 per region) and the remaining members would consist of the regional coordinators (one for each region) and future replacement members who were part of the SC as a training programme.
- Another suggestion was that the SC consisted of 2 members per region
- It was recognized that by having 25-member SC, there were enough people to be Stewards.
- All new members of the SC should receive training which should include clarity of expectations for SC members in the IPPC SSP, and could include mentoring of trainees by experienced SC members. The Focus Group discussed asking the CPM to request the SC to develop guidance to help develop the capacity of new SC members.

When the Focus Group discussed the possibility of having a smaller SC, it was acknowledged that smaller groups could work more efficiently than larger groups, but also it was important to ensure appropriate regional representation. The Focus Group did not reach agreement on reducing the size of the SC, but agreed that the size of the SC in relation to the tasks assigned should be considered by the CPM.

Expertise

Expertise of SC members was discussed. Some points in the discussion were:

- Loss of expertise when SC members finish their term and the need for continuity and renewal. The Focus Group agreed that it is best to have SC members who have overlapping

- 3-year terms so that everyone does not leave at once and there are always experienced members on the committee
- Have a selection process for SC members at the regional level and formalize the process for selection of members based on competence
 - New SC members should be given training to provide clarity of expectations in the IPPC SSP for SC members, such as mentoring by experienced SC members
 - Need to ensure that selections of members of expert working groups and technical panels are always based on expertise and ability and not based on regional considerations
 - Continue with the statement of commitment form, which is to be completed prior to nomination to the SC, technical panels, expert working groups, etc. This form is signed by the nominee to indicate the recognition of time demands. Due to the considerable demands on the time of SC members and experts, the statement of commitment should be modified to include a place for the supervisor of the nominee to counter-sign to help ensure that the supervisor is aware of the time demands and allows their staff member adequate time to be dedicated to the IPPC work.

Regional coordination

The Focus Group acknowledged that while having standard setting expertise on the SC, it was also important to have SC members who were able to deal with regional issues and facilitate regional coordination. The following was discussed:

- One of the SC members from each region should work with CPM members in their region. They should understand how to interface with participants at the annual regional workshops ensuring CPM members know what each draft standard covers and what the implications of the standard would be. These SC members should play a more active role in the consultation process. They would need to understand regional concerns and present them to the SC and the Stewards for specific draft standards.
- Regional coordinators (RC) should work with members to ensure proper understanding and use of the IPPC SSP, including proper representation and coordination in regions. They should provide more explanation for CPM members at the consultation stage, such as why a standard differed from its specification, so as to maximize understanding and minimize comments. This would improve involvement by the regions. They should also send comments to the regional members after the SC-7 draft has been posted.
- The SC should develop guidance for RCs and produce a proposal for funding (liaise with the IPPC Implementation Review and Support System (IRSS), etc., to develop funding proposal). This should include proposals for additional training and developing the capacity of SC members. Designated SC members should be coordinating the movement of information within a region as it would be helpful to ensure that issues are raised. By putting more emphasis on regional coordination, this may resolve issues among countries and help build trust among countries in the same region. In addition, the RC should be working with members in their region to build capacity for commenting on draft standards and implementing adopted standards
- As part of the TOR, some members would be asked to mentor other members from developing countries.

Editing of draft standards

The Focus Group discussed the need for support to help ensure drafts are of an appropriate quality and to provide editorial assistance for the Stewards of the draft standards. The Secretariat employs a professional editor for editing drafts. The Focus Group felt that there should be a more concerted effort to help Stewards with editing and for CPM to support the SC in producing quality drafts.

There was discussion on having a team of people nominated by CPM members who are experts in technical writing to oversee the editing of all standards. This team would also have overlapping terms to help ensure continuity.

The Focus Group agreed that it would be beneficial for Stewards and the SC if an editorial team was created to contribute to quality assurance of draft standards by reviewing the draft standards. Further discussion determined that this editorial team should be selected by the SC and be composed of 3-4 experts nominated by CPM members, including a non-native English speaker working on documents in English. A minimum of a three year commitment would be required, but longer preferred. This team would work virtually with the Stewards and IPPC Secretariat.

RECOMMENDATIONS

The Focus Group discussed many issues associated with the size and function of the SC. The Focus Group did not agree to recommend reducing the size of the SC. Resulting from these discussions, the Focus Group recommended that:

19. The CPM discusses the size of the SC membership, taking into account the balance between efficiency of working and regional representation
20. The CPM request the SC be tasked to develop guidance for developing the capacity of new SC members, such as mentoring.
21. The CPM request the SC to assign one regional coordinator (RC) (who is a current SC Member) from each region to represent the views of the region and who could assist with regional coordination on concerns with draft standards
22. The SC to develop guidance for RCs and produce a proposal for funding (liaise with IRSS, etc., to develop funding proposal). This should include how to interface with regional workshops reviewing draft ISPMs and include proposals for additional training and capacity development of SC members
23. The Statement of Commitment for the SC members should be modified to include a field to be countersigned by the nominees' supervisor to acknowledge the time requirements of the role
24. An editorial team should be created to help improve the quality of drafts. This editorial team should be selected by the SC and should be composed of 3-4 experts nominated by NPPOs or RPPOs, with expertise in technical writing and including a non-native English speaker, working on documents in English. A minimum of a three year commitment would be required, but longer preferred. This team would work virtually with the Stewards and the IPPC Secretariat
25. The SC, in the selection of experts, should focus on the expertise of the candidates rather than regional considerations
26. 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 SC.

Voting

The Focus Group discussed the issue of voting by both the SC to finalise a draft to go to CPM and by the CPM if no consensus is achieved. The Focus Group noted that voting is already allowed for in the rules of procedure of the CPM and that it had been used only once. The Focus Group also noted the discussion from the other standard setting bodies on the use of voting to move drafts through the IPPC SSP. OIE often uses a voting process to determine if standards should move forward and used it especially when standards are controversial. Codex, on the other hand, uses voting in exceptional cases and relies almost entirely on consensus.

There was no agreement to recommend a change to the rules and practices on voting in the IPPC standard setting process.

Resources

Ideas for increasing the revenue and reducing expenditures for IPPC included:

- Charging a registration fee for CPM. One or two representatives from each contracting party would be free but all others would pay a registration fee, including all observers. These revenues would go to the IPPC. Some of these funds could be used for Regional Workshops and other IPPC activities that directly benefit member countries and RPPOs. It was noted that under UN/FAO rules it would not be possible to charge contracting parties to attend Commission meetings, but it could apply to other participants.
- There should be more active promotion of the IPPC with fund raising, especially for connecting the work of the IPPC to food security (link to hunger/starvation).
- Strongly lobbying contracting parties to contribute to the IPPC trust fund.
- As a way to get more CPM member involvement in the IPPC, the Focus Group discussed the possibility of technical panels and expert working groups being sponsored by a country, a group of countries or an RPPO. They would provide Secretariat support for drafting, formatting, translating and hosting meetings.

The Focus Group discussed various ways to contribute resources, including:

- Support by means of providing staff to the IPPC Secretariat should preferably be for a minimum of three years.
- Members proposing a topic for a standard could sponsor the drafting, translation, development, meetings, etc. for the topic, i.e. fund the development of the proposed standard.
- Sponsorship and hosting of technical panel meetings by NPPOs and RPPOs, including providing a technical Secretariat for that meeting, which may increase ownership of the SSP and longer term development of standard setting expertise on a particular topic within IPPC.
- Possible types of sponsorship and contribution:
 - . Champion – not necessarily tied to money, but to a commitment of time and would help facilitate the IPPC SSP
 - . Sponsor – full financial and Secretariat function for a specific standard or technical panel
 - . Contributor – contributes partial funds and staffing, but not full sponsorship
 - . Partnership for sponsorship – group of NPPOs and/or RPPOs that provide full financial and staffing support.

RECOMMENDATIONS

27. The Focus Group considered various mechanisms to increase resources for the IPPC SSP. It strongly supported the idea of sponsorship or championing of standards and felt that over the next ten years, with the development of commodity- and pest-specific standards, that these were more likely to attract sponsorship. The Focus Group recommended that: Sponsorship of standards should be encouraged. Any topic on the CPM approved List of topics for IPPC standards, regardless of CPM priority, should be available for funding support or sponsorship to cover all the costs of developing the proposed standard
28. The Resource Mobilization strategy to consider charging CPM registration fees for non-government organisations and private industry and associations.

Biodiversity/environmental impact of standards

These issues are considered important for the IPPC and the Convention on Biological Diversity and the current wording in draft specifications was not clearly understood by expert drafting groups. In order to help improve understanding, the Focus Group proposed that a small team from the SC should develop a short questionnaire that each expert working group answer, if applicable. The USA agreed to share its set of questions on biodiversity. If a draft standard had implications for

biodiversity, it should be possible for the SC to bring in relevant expertise. Recapture of methyl bromide used for fumigations was seen as an example of protecting the environment.

RECOMMENDATIONS

The Focus Group considered that protecting biodiversity was an important aspect of standards development but there were concerns that biodiversity issues were not always addressed. The Focus Group recommended that:

29. The SC develops a set of questions for expert drafting groups to provide guidance and ensure concerns had been addressed.
30. The SC consult with external experts as needed.

APPENDIX 1: Agenda**AGENDA**

AGENDA ITEM	DOCUMENT NO.	PRESENTER
1. Opening of the meeting		
1.1 Welcome by the IPPC Secretariat and Host	n/a	LARSON / HOST
1.2 Introductions	n/a	LARSON
1.3 Roles of the Participants	n/a	LARSON
1.4 Selection of the Chair	n/a	LARSON
1.5 Selection of the Rapporteur	n/a	CHAIR
1.6 Adoption of the Agenda	2011_Focus Group_Jul_01	CHAIR
2. Administrative Matters		
2.1 Documents List	2011_Focus Group_Jul_02	DUBON
2.2 Participants List	2011_Focus Group_Jul_03_Rev1	DUBON
2.3 Local Information	2011_Focus Group_Jul_04	DUBON
3. Terms of Reference		
3.1 Review of the Terms of Reference adopted by CPM-6 and the Consultants terms of Reference	2011_Focus Group_Jul_05 2011_Focus Group_Jul_18	LARSON LARSON
4. How SPS-recognized organizations set standards, guidelines and recommendations		
4.1 Brief overview of IPPC		LARSON
4.2 Overview of Codex		DOYRAN
4.3 Overview of OIE		KAHN
5. How other organizations set standards		
5.1 Overview of ISO	2011_Focus Group_Jul_26	PELLAUX
6. IPPC standard setting process		

AGENDA ITEM	DOCUMENT NO.	PRESENTER
<p>6.1 Detailed review of IPPC standard setting process:</p> <ul style="list-style-type: none"> • IPPC Secretariat Standard Setting Organizational Chart • Detailed IPPC Standard setting process • Pictorial scheme of the IPPC Standard Setting Procedure • 2010 IPPC Procedure Manual Part 3 – Standard Setting • Submission form for Topics for IPPC Standards (CPM) • List of topics for IPPC standards (SC May 2011 Report) • 2011 May SC recommended reprioritized list of topics for IPPC standards • Discussion Paper: Australia on the separation of special process diagnostic protocols and phytosanitary treatments (additional comments on document 06) 	<p>2011_Focus Group_Jul_25</p> <p>2011_Focus Group_Jul_06</p> <p>2011_Focus Group_Jul_12</p> <p>2011_Focus Group_Jul_13</p> <p>2011_Focus Group_Jul_17</p> <p>2011_Focus Group_Jul_22</p> <p>2011_Focus Group_Jul_23</p> <p>2011_Focus Group_Jul_24</p>	<p>LARSON</p> <p>LARSON</p> <p>DUBON</p> <p>DUBON</p> <p>DUBON</p> <p>DUBON</p> <p>LARSON</p> <p>GRANT / RYMER</p>
<p>6.2 Review of IPPC evaluation:</p> <ul style="list-style-type: none"> • Evaluation of the IPPC by FAO- Report • Evaluation of the IPPC by FAO- CPM Response • Evaluation of the IPPC by FAO- Management Response • Summary - Discussion Paper: Australia IPPC Evaluation: Summary of important aspects of papers (Agenda item 6.2, documents 2011_Focus Group_Jul_08,_09,_10) • Consultant's report on reorganizing ISPMs • Summary - Discussion Paper: Summary of Consultant's Report on reorganization of ISPMs (2011_Focus Group_Jul_20) 	<p>2011_Focus Group_Jul_08</p> <p>2011_Focus Group_Jul_09</p> <p>2011_Focus Group_Jul_10</p> <p>2011_Focus Group_Jul_35</p> <p>2011_Focus Group_Jul_20</p> <p>2011_Focus Group_Jul_37</p>	<p>GRANT / RYMER</p> <p>GRANT / RYMER</p> <p>GRANT / RYMER</p> <p>GRANT / RYMER</p> <p>FUKUSHIMA</p> <p>FUKUSHIMA</p>
<p>6.3 Review of Reports from previous Focus Groups:</p> <ul style="list-style-type: none"> • REPORT: Focus Group meeting on the standard setting process, Rome, Italy 7-10 July 2003 • Summary - Discussion Paper: Review of document 2011_TPPT_Jul_15: REPORT: Focus Group meeting on the standard setting process, Rome, Italy 7-10 July 2003 • REPORT: Focus Group on the review of IPPC standard setting procedures, 16-20 July 2007, FAO, Rome • Summary - Discussion Paper: Review of 2011_Focus Group_Jul_16: Report of Focus Group on the review of IPPC standard setting procedures, 16-20 July, 2007 	<p>2011_Focus Group_Jul_15</p> <p>2011_Focus Group_Jul_27</p> <p>2011_Focus Group_Jul_16</p> <p>2011_Focus Group_Jul_30</p>	<p>SAKALA</p> <p>SAKALA</p> <p>PALACIN</p> <p>PALACIN</p>

AGENDA ITEM	DOCUMENT NO.	PRESENTER
6.4 Review of Report on Options for enhancing developing country participation in Codex and IPPC activities <ul style="list-style-type: none"> • Report of FAO ADG Agriculture study • Summary 	2011_Focus Group_Jul_19	BECH
7. Review of other discussion papers		
7.1 New Zealand Conference Room Paper from CPM-6 (2011)	2011_Focus Group_Jul_07	MUSTAFA KHALIL
7.2 Categorization of IPPC documents: <ul style="list-style-type: none"> • Categorization of IPPC documents • Categorization of documents as presented to CPM-6 (2011) • Categorization of documents as presented to the SPTA 	2011_Focus Group_Jul_11 2011_Focus Group_Jul_29 2011_Focus Group_Jul_32	DUBON DUBON DUBON
7.3 Proposed improvements for the approval of DPs and PTs <ul style="list-style-type: none"> • Summary • Discussion Paper: Australia Approval of Diagnostic Protocols based on 2011_Focus Group_Jul_14 	2011_Focus Group_Jul_14 Pending 2011_Focus Group_Jul_34	MUSTAFA KHALIL MUSTAFA KHALIL GRANT / RYMER
7.4 Extracts from the CPM-6 (2011), SC May 2011 and Bureau June 2011 meeting reports regarding the Focus Group-2011	2011_Focus Group_Jul_28	CHARD
7.5 Framework for Standards, recommendations and procedures of the Commission on Phytosanitary Measures	2011_Focus Group_Jul_21	LARSON
7.6 The Comparison of Procedures for Standard Setting at Codex, OIE and IPPC	n/a	LARSON
7.7 IPPC Secretariat comments on improving the standard setting process	2011_Focus Group_Jul_31	LARSON
7.8 Australia discussion paper	2011_Focus Group_Jul_33	GRANT / RYMER
7.9 Japan discussion Paper on the enhancement of the standard setting procedure	2011_Focus Group_Jul_36	FUKUSHIMA
8. Develop proposals for streamlining the IPPC standard setting process		
9. Develop recommendations to the CPM		
10. Close of the meeting		
10.1 Adoption of the report		CHAIR
10.2 Close		CHAIR

APPENDIX 2: Documents List

DOCUMENT NUMBER (2011_Focus Group_Jul_)	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
01	1.6	Agenda (Secretariat)	2011-07-25
02	2.1	Documents list (Secretariat)	2011-07-20
03_Rev1	2.2	Participants list (Secretariat)	2011-07-20
04	2.3	Local information (Organizer - Secretariat)	2011-06-16
05	3.1	Terms of Reference adopted at CPM-6 (CPM-6)	2011-06-16
06	6.1	Detailed IPPC Standard setting process (Secretariat)	2011-06-24
07	7.1	New Zealand Conference Room Paper from CPM-6 (2011) (New Zealand)	2011-06-16
08	6.2	Evaluation of the IPPC by FAO- Report (FAO Evaluation Unit)	2011-06-16
09	6.2	Evaluation of the IPPC by FAO- CPM Response (CPM)	2011-06-16
10	6.2	Evaluation of the IPPC by FAO- Management Response (FAO Management)	2011-06-16
11	7.2	Categorization of IPPC documents (Secretariat)	2011-06-16
12	6.1	Pictorial scheme of the IPPC Standard Setting Procedure (Secretariat)	2011-06-16
13	6.1	2010 IPPC Procedure Manual Part 3 – Standard Setting (Secretariat)	2011-06-16
14	7.3	Proposed improvements for the approval of DPs and PTs (Secretariat with TPDP input)	2011-06-16
15	6.3	REPORT: Focus Group meeting on the standard setting process, Rome, Italy 7-10 July 2003 (2003 Focus Group)	2011-06-16
16	6.3	REPORT: Focus Group on the review of IPPC standard setting procedures, 16-20 July 2007, FAO, Rome (2007 Focus Group)	2011-06-16
17	6.1	Submission form for Topics for IPPC Standards (CPM)	2011-06-16
18	3.1	Consultant's Terms of Reference and problem identification (Secretariat)	2011-06-25
19	6.4	Options for enhancing developing country participation in Codex and IPPC activities. For FAO ADG- Agriculture, FAO, (Prepared by Stuart A. Slorach et al)	2011-06-25
20	6.2	Consultant's report on reorganizing ISPMs (Secretariat)	2011-06-25
21	7.5	Framework for Standards, recommendations and procedures of the Commission on Phytosanitary Measures (Secretariat)	2011-06-25
22	6.1	List of topics for IPPC standards (SC May 2011 Report)	2011-07-13
23	6.1	2011 May SC recommended reprioritized list of topics for IPPC standards (SC / Bureau June 2011)	2011-07-13

DOCUMENT NUMBER (2011_Focus Group_Jul_)	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
24	6.1	Discussion Paper: Australia on the separation of special process diagnostic protocols and phytosanitary treatments (additional comments on document 06) (Rymer/Grant)	2011-07-20
25	6.1	IPPC Secretariat Standard Setting Organizational Chart (Secretariat)	2011-07-13
26	5.1	Discussion Paper: Outline of ISO process for developing standards (Pellaux)	2011-07-13
27	6.3	Discussion Paper: Review of document 2011_TPPT_Jul_15: REPORT: Focus Group meeting on the standard setting process, Rome, Italy 7-10 July 2003 (Focus Group)	2011-07-15
28	7.4	Extracts from the CPM-6 (2011), SC May 2011 and Bureau June 2011 meeting reports regarding the 2011 Focus Group (Secretariat)	2011-07-18
29	7.2	Categorization of documents as presented to CPM-6 (2011) (Secretariat)	2011-07-20
30	6.3	Discussion Paper: Review of 2011_Focus Group_Jul_16: Report of Focus Group on the review of IPPC standard setting procedures, 16-20 July, 2007 (Palacin)	2011-07-19
31	7.7	Discussion Paper: IPPC Secretariat comments on improving the standard setting process (Secretariat)	2011-07-20
32	7.2	Categorization of documents as presented to the SPTA (Secretariat)	2011-07-20
33	7.8	Discussion Paper: Australia (Rymer and Grant)	2011-07-20
34	7.3	Discussion Paper: Australia Approval of Diagnostic Protocols based on 2011_Focus Group_Jul_14 (Rymer and Grant)	2011-07-20
35	6.2	Discussion Paper: Australia IPPC Evaluation: Summary of important aspects of papers (Agenda item 6.2, documents 2011_Focus Group_Jul_08, _09, _10 (Rymer and Grant)	2011-07-20
36	7.9	Discussion Paper: Japan Comments on enhancement of standard setting procedure (Fukushima)	2011-07-20
37	6.2	Discussion Paper: Summary of "Consultant's Report on reorganization of ISPMs (2011_Focus Group_Jul_20) (Fukushima)	2011-07-20
38	7.10	New Zealand comments for Focus Group meeting on the IPPC SSP	2011-07-25
39	7.11	North American Region Discussion Paper	2011-07-25
40	6.4	Summary of Options for developing country participation in Codex and IPPC Activities by Slorach et al (Document 2011_Focus Group_Jul_19)	2011-07-25
41	7.12	IPPC Focus Group Discussion Paper: Rethinking IPPC Standard Setting	2011-07-25
42	-	Focus Group Top Changes	2011-07-27
43	4.3	Codex handout	2011-07-26

DOCUMENT NUMBER (2011_Focus Group_Jul_)	AGENDA ITEM	DOCUMENT TITLE (PREPARED BY)	DATE POSTED / DISTRIBUTED
44	8.0	Day 3 Proposal for Production of Standards	2011-07-28
45	8.0	Day 3 Proposal for Adoption of Standards	2011-07-28

APPENDIX 3: Participants List

Participant role	Name, mailing, address, telephone	Email address
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APPENDIX 4: Observations on standard setting in other international standard setting organizations

The IPPC Secretariat and representatives from the two ‘sisters’ international standard setting bodies described their standard setting processes: the OIE and Codex. Additionally, the non-governmental ISO described its processes.

The Focus Group noted there were similarities and differences among the IPPC, OIE, Codex and ISO and took this as an opportunity to “borrow” some concepts. The following points were identified as important features:

- IPPC is the only treaty-based organization among the OIE, Codex, and ISO.
- OIE, Codex and ISO are well established and have many standards, whereas the IPPC is relatively new in relation to standard setting.
- OIE, Codex and ISO have larger secretariats
- the IPPC has more middle layers of technical communities with delegated responsibilities which could impact on the speed of adoption of draft standards in comparison to the other organisations.
- sponsorship of technical committees, including Secretariat functions (all organizations).
- payment for participation in General Assembly/membership (OIE)
- electronic decision making (ISO)
- decision making authority and fund raising responsibility of OIE DG e.g. decide on composition of expert working groups; lobbying prime ministers
- trust and recognition of experts especially when it comes to decision making (all organizations)
- “clock” mechanism in ISO with deletion of topics if they are not completed within a timescale
- preparation of documents prior to acceptance of topics on the list of topics (all organizations).
- linkages with relevant organizations where necessary to assist in developing technical standard
- OIE and ISO differ with Codex and IPPC in speed of decision making
- main body for OIE and Codex (General Assembly, Commission) adopts all documents.
- ISO standards are adopted by electronic voting: According to the ISO/IEC Directives 2011, Part 1, 2.7.3: *A final draft International Standard having been circulated for voting is approved if*
 - a) *A two-thirds majority of the votes cast by the P-members of the technical committee or subcommittee are in favour, and*
 - b) *Not more than one-quarter of the total number of votes cast are negative.*
- Concept of twinning (ISO) where member bodies work together to build the capacity of the national standards body of a developing country.

APPENDIX 5: Revised Standard Setting Process

This is the text as appears in the Procedure Manual, with the proposed revisions by the Focus Group incorporated into the text.

PART 3 - Standard Setting

Medium term goal 1: A robust international standard setting and implementation programme

3.1 Procedures for elaboration of ISPMs

The standard setting procedures outlined below are proposed by the 2011 Focus Group on improving the standard setting process.

IPPC Standard Setting Procedure²

The process for the development of international standards for phytosanitary measures (ISPMs) is divided into four stages:

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

See Appendix 6 of this report for a pictorial scheme of the standard setting process.

Stage 1: Developing the List of topics for IPPC standards

Stage 1, Step 1: Call for topics³

The IPPC Secretariat makes a call for topics every two years. Detailed proposals for new topics or for the revision of existing ISPMs are submitted to the IPPC Secretariat, including the literature review and specification for drafting the ISPM on the agreed template.

Stage 1, Step 2: Adjustment and adoption of the List of topics for IPPC standards

The Commission adjusts and adopts the List of topics for IPPC standards, taking into account the IPPC strategic framework adopted at CPM-6 (2011) and the revised List of topics for IPPC standards proposed by the SC.

Stage 2: Drafting

Stage 2, Step 3: Finalisation of a specification

For each topic or technical panel, the SC appoints the Steward(s), who, in collaboration with the Secretariat, reviews the draft specification that was submitted with the proposed topic. The Steward revises the specification as necessary, taking into account the proposal for the topic.

The SC reviews the specification and, once approved for member consultation, posts it on the International Phytosanitary Portal (IPP) for a 60 day consultation period. The Secretariat also notifies member countries and RPPOs.

² The Standards Committee (SC) is now transiting into the extended time schedule for the development of additional ISPMs, which will normally mean a year for the development process but it is hoped that the extra time will allow more time for stewards to fully respond to member comments and also allow the full SC to study the SC-7 versions in more detail and seek technical input (SPTA 2009, paragraph 42)

The IPPC Secretariat compiles the comments, posts them on the IPP and submits them to the Steward(s) and the SC for consideration.

The SC amends the specification as necessary. The SC finalizes and approves the specification and the Secretariat publishes it on the IPP.

Stage 2, Step 4: Preparation of a draft ISPM⁴

An expert drafting group (expert working group or technical panel) drafts or revises the standard in accordance with the relevant specification.

The resulting draft standard is submitted to the SC.

The SC or SC-7 reviews the draft at a meeting and decides whether to send it for member consultation, to return it to the Steward(s) or to an expert drafting group, or to put it on hold. In the case where only the SC-7 meets, comments from any SC members will also be taken into account.

For technical standards, the resulting draft standard can be submitted to the SC at any time via e-mail. The SC decides via e-decision whether to send it for member consultation, to return it to the Steward(s) or to an expert drafting group, or to place it on the SC agenda for a decision on how to proceed.

Stage 3: Member consultation

Stage 3, Step 5: 100-day member consultation

Following clearance by the SC, the Secretariat sends the draft standard for member consultation to contracting parties, NPPOs, RPPOs and relevant international organizations for consultation. The draft standard is also posted on the IPP. The length of the consultation period is 100 days. Comments are submitted through the IPPC Official Contact Point using the IPPC Online Comment System.

The Secretariat compiles the comments and submits them to the Steward and the SC for consideration. For technical documents, the Secretariat compiles the comments and submits them to the technical panel and the SC for consideration.

The Secretariat posts the compiled comments on the IPP at the time of submission to the SC.

The Steward revises the draft ISPM, taking into account the comments, and submits the revised draft ISPM to the Secretariat to be reviewed by the SC-7. For technical documents, the technical panel revises the draft ISPM, taking into account the comments, and submits the revised draft ISPM to the Secretariat to be reviewed by the SC via e-decision.

Stage 3, Step 6: Revision of the draft ISPM after member consultation

Considering the comments, the SC-7 revises the document and submits the revised draft ISPM to the Secretariat to be reviewed by the SC. The Secretariat posts the draft ISPM on the IPP restricted area and notifies all NPPOs and RPPOs that the draft ISPM is open for review and that any substantial concerns should be forwarded to the SC members in their region.

The SC revises the document and decides whether to forward the revised draft to the Commission for adoption, or to put it on hold, return it to the Steward or to an expert drafting group, or submit it for another round of member consultation.

The SC summary of major issues discussed is produced as part of the SC report, which the Secretariat posts on the IPP⁵.

⁴ This procedure refers to “draft ISPMs” and “standard” to simplify wording, but also applies to any part of an ISPM, including annexes, appendixes or supplements.

If the draft standard is revised as a result of comments, the draft is submitted to the SC via e-decision. In consultation with the relevant technical panel, the SC examines the draft standard and, if appropriate, revises it. The SC decides (possibly via e-decision) whether to forward the revised draft standard to the Commission for adoption, or, for example, to put it on hold, return it to the Steward or to a technical panel, or submit it for another round of member consultation.

Stage 3, Step 6a: Diagnostic protocols

The SC has the authority to adopt DPs to be noted by the CPM. For DPs, if the draft standard is revised as a result of comments, the draft is submitted to the SC via e-decision. In consultation with the relevant technical panel on Diagnostic Protocols (TPDP), the SC examines the draft standard and, if appropriate, revises it. The SC decides (possibly via e-decision) whether to adopt the DP to be noted by the CPM, or, for example, to put it on hold, return it to the Steward or to a technical panel, or submit it for another round of member consultation.

The Secretariat posts the draft ISPMs on the IPP in the languages of the Commission as soon as possible and at least 6 weeks prior to the opening of the Commission meeting.

Stage 4: Adoption and publication

Stage 4, Step 7: Adoption

Following approval by the SC, the draft standard is included on the agenda of the Commission meeting for adoption.

If no formal objection⁶ is received up to 14 days prior to the Commission meeting, the draft standard will be adopted without discussion.

If a formal objection is received at least 14 days prior to the Commission meeting, the draft standard is returned to the SC. The SC decides, possibly via electronic means, how to proceed, including the possibility of submitting it to the Commission for adoption through the regular process. The draft standard is removed from the agenda of the CPM and there is no discussion on the draft standard at the Commission meeting.

Formal objections should be posted on the IPP as soon as possible to ensure that contracting parties are aware of them before the Commission meeting.

The Commission formally adopts the ISPM according to Rule X.2 of the Rules of Procedure of the Commission.

The SC has the authority to adopt DPs to be noted by the CPM. For DPs, if the draft is not revised as a result of comments, the SC can, possibly via e-decision, adopt the DP to be noted by the CPM. If the draft standard is revised as a result of comments, the draft is submitted to the SC via e-decision where the SC decides (possibly via e-decision) whether to adopt the DP to be noted by the CPM, or, for example, to put it on hold, return it to the Steward or to a technical panel, or submit it for another round of member consultation.

Stage 4, Step 8: Publication⁷

The Secretariat publishes the ISPM, including posting it on the IPP.

⁵ The CPM-4 (2009) replaced the previous text of “A summary of major issues discussed and of SC reactions to substantive comments that were not incorporated into the standard is produced as part of the SC report and posted on the IPP” (CPM-4 (2009), Paragraph 126.6)

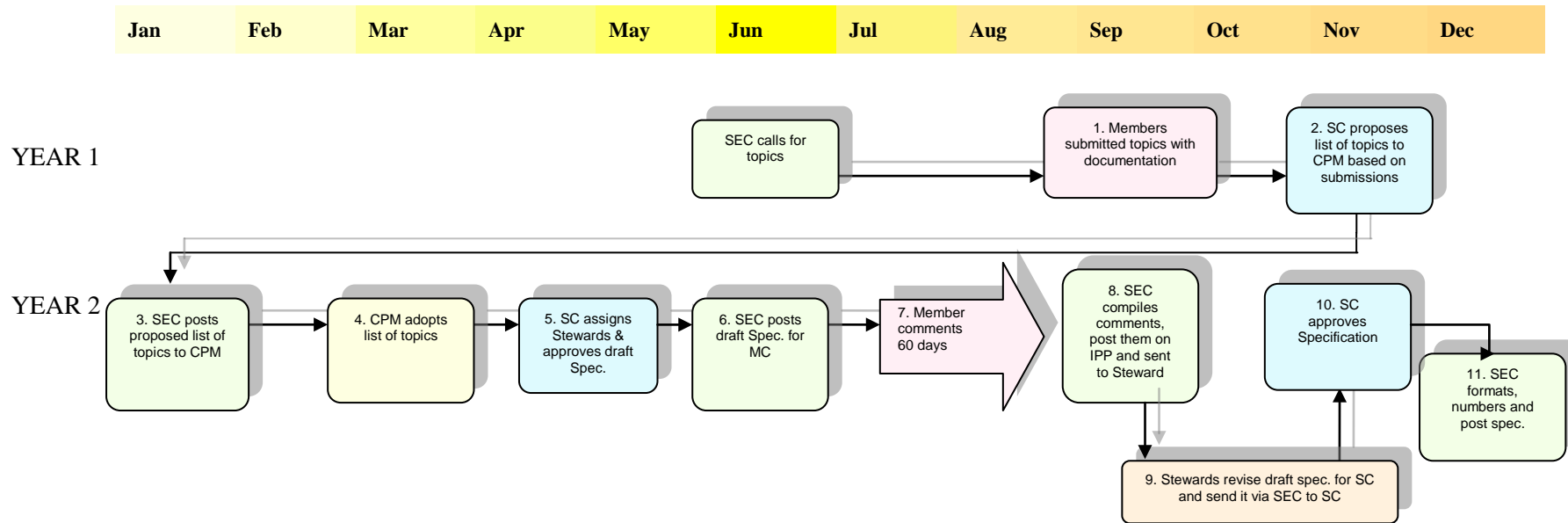
⁶ A formal objection should be a technically supported objection to the adoption of the draft standard in its current form, sent through the official IPPC contact point. The Secretariat would not make any judgement about the validity of the objection – an objection with some technical discussion of the issue would be accepted as a formal objection

⁷ CPM-3 (2008), Appendix 10

APPENDIX 6: Proposed procedure for the development and adoption of ISPMs

Proposed procedure for the development of ISPMs: Part 1 – The selection of topics and the development of specifications

(The proposed procedure for the selection of topics and the development of specifications will reduce the timing of these activities by 6 months)

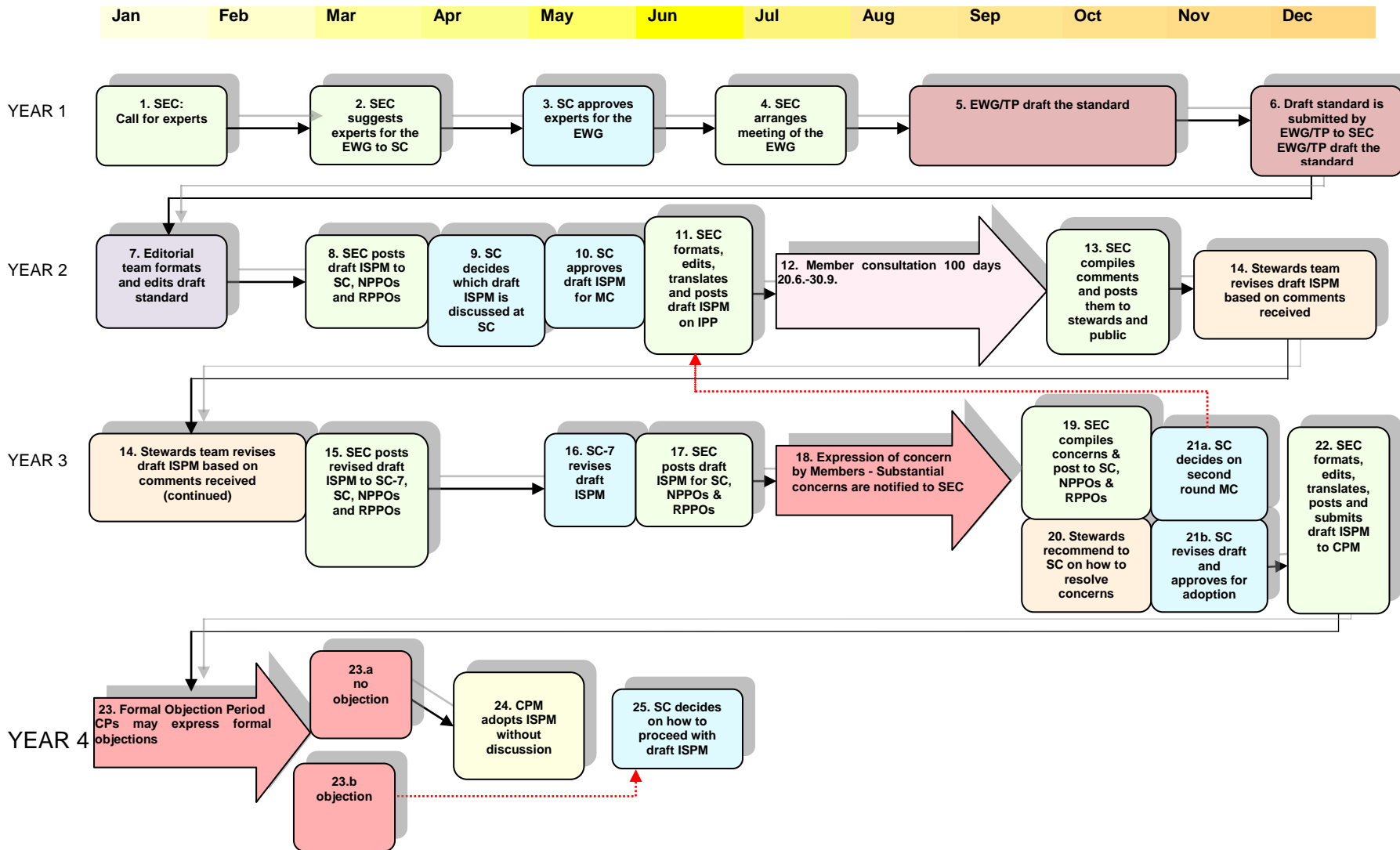


Detailed explanation

1. Submissions by Members of topics with criteria, draft Specification and literature review⁸ provided (topics are preferably supported by 2 regions and, if possible, resources identified).
2. SC sends the proposed list of topics, based on submissions, to CPM
3. Secretariat posts the proposed list of topics for CPM
4. CPM adopts list of topics after possible revision
5. SC assigns Stewards (1 lead and 2 assistants) for each new topic and approves draft specifications for Member Consultation
6. Secretariat posts edited and formatted draft specification for member consultation
7. Contracting Parties have 60 days time to comment on draft specification
8. Secretariat compiles comments. Compiled comments are sent to team of Stewards and posted on IPP.
9. Stewards revise the draft specification for SC and post it via the Secretariat to the SC.
10. SC approves specification after possible revision.
11. Secretariat formats, numbers and posts specification.

⁸ Priorities: The focus group proposes that priority be given to specification submitted with clear support from NPPOs and/or RPPOs outside the region of the submitter.

Proposed procedure for the development of ISPMs: Part 2 – The adoption process



Detailed explanation

1. Secretariat calls for experts for previously approved specifications and subject to resources.
2. The Secretariat suggests to the SC the experts for the EWG.
3. The SC approves (confirms?) the experts for the EWG.
4. Secretariat arranges the meeting of the EWG.
5. The standard is drafted by the EWG/TP during year 4.
6. The EWG/TP submits the draft standard to the Secretariat

APPENDIX 7: List of abbreviations

Codex	Codex Alimentarius
CPM	Commission on Phytosanitary Measures
DP	diagnostic protocol
EPPO	European and Mediterranean Plant Protection Organization
EWG	Expert Working Group
FAO	Food and Agriculture Organization of the United Nations
IPPC	International Plant Protection Convention
ISO	International Organization for Standardization
ISPM	International Standard for Phytosanitary Measures
NPPO	National Plant Protection Organization
OIE	World Organisation for Animal Health
OCS	IPPC Online Comment System
PT	Phytosanitary treatment
RC	regional coordinator
RPPO	Regional Plant Protection Organization
SC	Standards Committee
SPTA	Informal Working Group on Strategic Planning & Technical Assistance
SSP	standard setting process
TOR	Terms of Reference