



***REPORT***

Rome, Italy  
21-23 August 2012

**Focus Group  
on Drafting Rules of  
Procedure for the  
nomination, selection  
and rotation of the  
CPM Chairperson and  
Vice-Chairpersons  
August 2012**



**Food and Agriculture Organization of the United Nations**

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## **1. Opening of the Meeting**

The Secretary welcomed the members of the CPM to the meeting.

## **2. Election of Chair for the Meeting**

The FG elected Mr. Peter Thomson as Chairperson and agreed not to select a Rapporteur. (The draft report will be prepared by the Secretariat during the meeting.)

## **3. Adoption of the Agenda**

The FG discussed the ToR of the Focus Group and adopted the Agenda (Appendix 1: Adopted Agenda).

The FG recognized that the scope of its ToR was limited to the matters relevant to and linked to the nomination, selection and rotation of the CPM Chairperson and Vice-Chairpersons.

## **4. Procedure for Amendments to the Rules of Procedure (RoP) of the CPM**

Rule XIII of the Rules of Procedure of the CPM, on amendment and suspension of the rules, was reviewed. The FAO legal office advised that the issue was linked to the General Rules of the Organization. (Art. XII)

Steps necessary to adopt an amendment to the RoP of the CPM are:

- Preparation of a draft proposal for the CPM through the SPG.
- A two third majority of members present and voting at CPM for the proposal to be adopted.

## **5. Implementation of the Tasks Set in the Focus Group Terms of Reference**

The Focus Group addressed the tasks included in its ToR as set out in below.

Many questions and opportunities were raised and addressed during the course of the discussion. Some of these included:

- 1) Has the Chairperson the role of ensuring the effective functioning of the Bureau?
- 2) Has the Chairperson the role to communicate with the Secretariat for the purpose of ensuring the effective functioning of the Secretariat?
- 3) Should we have a 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairperson? If so, describe the differences.
- 4) Should there be a succession of Vice-Chairperson to Chairperson?
- 5) Could the Chairperson have a role for representation/promotion of the Bureau/CPM/IPPC?
- 6) How should the Chairperson be replaced, in the event of a long-term absence or resignation?
- 7) How should the Vice-Chairpersons be replaced in the event of a long-term absence or resignation?
- 8) How does the replacement of the Chairperson and Vice-Chairpersons affect the replacement of other Bureau members?
- 9) Should the Chairperson be required to have previous experience as Vice-Chairperson?

- 10) Should the Chairperson and Vice-Chairperson be required to have previous experience as Bureau members?
- 11) Should the Vice-Chairpersons have the same experience?
- 12) Should the out-going Chairperson become one of the Vice-Chairpersons?
- 13) Could a person that has already served as Chairperson, be nominated as Chairperson for a second time?

For the purpose of this report when the term negotiation group is used, it refers to the group of IPPC contracting parties belonging to either OECD or G77.

**a) Identify roles and responsibilities of the Chairperson and the Vice-Chairpersons in relation to the functioning of the Bureau, of the CPM and of IPPC activities**

**Chairperson**

From the RoP of the CPM the FG identified the following roles and responsibilities of the Chairperson related to the chairing of the CPM:

- 1.- “The 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” (Rule II.1).
- 2.-”The Chairperson shall declare the opening and closing of each plenary meeting of the session. He/she shall direct the discussions in plenary meetings, and at such meetings ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He/she shall rule on points of order and, subject to these Rules, shall have complete control over the proceedings at any meetings. He/she may, in the course of the discussion of an item, propose to the Commission the limitation of the time to be allowed to speakers, the number of times each delegation may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion” (Rule II.2).
3. - “The Chairperson, in the exercise of his/her functions, remains under the authority of the Commission” (Rule II.4).
4. - “Sessions of the Commission shall be convened by the Chairperson of the Commission, after consultation with the Director-General” (Rule IV.2).
5. - “The Director-General, in consultation with the Chairperson of the Commission, shall prepare a provisional agenda” (Rule V.1).

From the draft ROP of the Bureau of the CPM the FG identified the following roles and responsibilities related to the chairing of the Bureau meetings:

1. - “The Chairperson of the CPM shall be the Chairperson of the Bureau” (Rule 3 of the draft ROP for the Bureau of the CPM).
2. - “The Secretary, in consultation with the Chairperson and the Vice-Chairpersons of the CPM, prepares a provisional agenda and makes it available on the International Phytosanitary Portal (IPP) preferably four weeks prior to the beginning of each meeting” (Rule 6 of draft ROP for the Bureau of the CPM).
3. - “The Chairperson shall submit a report to the CPM on the activities of the Bureau” (Rule 6 of draft ROP for the Bureau of the CPM).

In addition the FG identified the following roles and responsibilities for the Chairperson in order for them to fulfil the requirement to "exercise such other functions to facilitate the works of the Commission" (Rule II.1 of the RoP of the CPM):

1. - Being the primary source of guidance and direction to the Secretariat on pending CPM issues between meetings, including urgent or strategic matters that may arise.
2. - Ensuring that the efforts of the Secretariat fulfil the work program adopted by the Commission.
3. - Supporting the Secretariat by discussing and when appropriate deciding on issues of concern, including financial and technical ones.
4. - Supporting the Secretariat in their work to represent and promote the IPPC at international meetings, including as needed, accompanying the Secretariat to such meetings.
5. - Ensuring the effective functioning of the Bureau.
6. - Representing the Bureau at IPPC meetings.

### **Vice-Chairpersons**

From the RoP of the CPM the FG identified the following roles and responsibilities of the Vice-Chairpersons:

"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" (Rule II.1).

From the draft ROP for the Bureau of the CPM the FG identified the following roles and responsibilities of the Vice-Chairpersons:

"In the absence of the Chair, the Vice Chair, selected by the CPM Bureau will chair the meeting" (Rule 4).

In addition the FG identified the following roles and responsibilities for the Vice-Chairpersons:

A Vice-Chairperson will support the Chairperson and at the discretion of the Chairperson, and carry out other tasks as needed including facilitating other meetings.

### **b) Identify competence, expertise or experience that are desirable for the Chairperson and the Vice-Chairpersons**

In putting forward candidates for the CPM and Bureau Chairperson and Vice-Chairpersons, regions/negotiation groups should consider the individuals experience and expertise on technical and operational IPPC issues and their capacity to contribute to CPM and Bureau activities and functions. In particular, consideration should be given to the individuals':

- Knowledge of the IPPC purpose, objectives, strategies, functions, roles and operational and internal processes.
- Understanding of IPPC related international organizations, for example: WTO-SPS and its related standard setting bodies, CBD, etc.
- Experience in financial management.
- Knowledge of national phytosanitary systems, regulations and practices.

- Experience in guiding or directing the operations of an organization or governance body to accomplish its mission, goals and objectives.
- Communication and collaboration skills including the ability to clarify, summarize and seek consensus.
- Experience in chairing and facilitating large fora, including supporting decision-making, negotiation and enabling compromise in such fora.
- Ability to act in an impartial and objective way.
- Ability to be flexible and resilient.

The FG agreed that the following additional considerations would be desirable:

- The role of Chairperson is a substantial one and a candidate should be prepared to devote a significant amount of time and energy to fulfil the responsibilities attached to this role. The employer should provide the time and where appropriate, the necessary resources to enable the Chairperson to fulfil the responsibilities attached to this role.
- Vice-Chairpersons should have the same competence and expertise, as the Chairperson, but could have less experience depending on the choice of succession option.
- The candidates to Bureau members (including Chairperson and Vice-Chairpersons) must be employed by an NPPO.
- Candidates for Chairperson and Vice-Chairpersons must have served for at least one term (two years) in the Bureau.
- It may be desirable that the Chairperson has served previously as a Vice-Chairperson.
- It is desirable that most of the competencies, expertise and experience needed for the Chairperson and Vice-Chairpersons are also needed for other Bureau members.

**c) Identify all the possible options for rotation, selection and nomination for the Chairperson and the Vice-Chairpersons;**

The FG considered options in terms of the following items:

1. Nomination
2. Rotation/Representation
3. Succession
4. Permanent replacement
5. Election of candidates
6. Balance

For each of the items options were generated. Pros (positive aspects of the option) and Cons (negative aspects of the option) were then identified with following principles in mind:

- Transparency
- Equity, fairness and inclusiveness
- Competency, in terms of selecting the most valuable candidates
- Efficiency
- Continuity

1) Nomination

The FG agreed that it would be desirable that nominees meet in all cases the requirements described above, including the issue of being or having been Bureau members.

<b>Who nominates</b>	<b>PROS</b>	<b>CONS</b>
Individuals	Maximum participation	Not a good idea, Individuals need official support from the NPPO. More than one candidate could come from the same country. Much less efficient.
Countries <sup>1</sup>	Good participation Larger pool to select the best candidate	Much less efficient. Developed countries may have an advantage because of resources needed to campaign.
RPPOs	Better ensures competency and neutrality from politics in the nomination	A country can be a member of more than one RPPO. Not all contracting parties belong to an RPPO.
Regional Economic Communities (RECs)		A country can be a member of more than one REC. Not all contracting parties belong to a REC. Less able to ensure competency and neutrality from politics in the nomination
FAO Regions	Is the basis for other FAO related bodies. This process to nominate is well known and currently in use, even for some of the IPPC subsidiary bodies. Each region has the opportunity to nominate the best candidate.	Transparency depends on the procedures established by each region. May be affected by factors external to the IPPC.

<sup>1</sup> It is assumed that there is only one nomination by a contracting party

Bureau	They can nominate the best candidates based on Bureau experience. More efficient. Disconnected from factors external to the IPPC.	Less inclusive, transparent and equitable. Limited number of candidates (assuming selection from among current Bureau members).
Candidates to Vice-chairs proposed and approved by the Bureau, and the Chair elected by the CPM	Benefit from the experience of the Bureau for the selection of good candidates to Vice.	CPM needs to confirm the authority of the Bureau to appoint. FAO Legal office advises that the CPM must elect the Chairperson and Vice-Chairpersons.

The FG also agreed that a person who has already served as Chairperson, could be nominated as Chairperson for a second time.

## 2) Rotation/Representation

<b>Rotation system for the Chair</b>		<b>PROS</b>	<b>CONS</b>
Rotate among the FAO regions	Same frequency for each FAO region	Simple to understand and operate. Well known. Regions can anticipate and plan for future rotation. Transparent Equality, in that each region has the same opportunity to chair. Common practice in FAO, but not a written rule. Provides an opportunity for fair representation between developed and developing countries	Does not recognize the different characteristics of the regions: e.g. number of member countries, area, population, GDP, importance of agriculture. It may be the candidate is the best one for a region, but not better than potential candidates from other regions.
Rotate among the FAO regions	Different fixed frequencies among FAO regions, according to their respective characteristics at the time the rotation scheme	Well known, regions can anticipate and plan for future rotation. Transparent Equity, in that each region is treated in respect to its special characteristics. Depending on the special	Less simple to understand and operate. It could be difficult to get agreement on which characteristics are used and could depend on external factors that change and



	is agreed : e.g. area, population, GDP, importance of agriculture, representation within the FAO Council, etc.	characteristics selected, it may provide an opportunity for fair representation between developed and developing countries.	are outside of IPPC control.  The fixed frequencies would not reflect the evolution of the characteristics through time.  Unusual practice in international organizations.
Rotate between developing/developed countries using negotiation groups		Simple to understand. Transparent.  Guarantees selection of candidates from both, developed and developing countries.  Larger pool from which to select candidates  It is a common consideration but not a written rule.	Less simple and efficient to operate.  Not clear which countries are developed or developing.  There are countries not included in the current negotiation groups.  (OECD, G77).
No rotation system in the nomination of Chairperson.		Simple to understand. Transparent  Can select the best candidate across the world	Inefficient  Cannot forecast  Biased to countries with resources to campaign.  External factors can influence the nomination
Rotate to all contracting parties		Simple to understand and operate.  Guarantees that all countries can participate	Not all countries have the resources or desire to Chair.  Does not guarantee the selection of the best Chair  May not match the requirement of the Chairperson being a previous member of the Bureau  The rotation cycle would take around 350 years to complete.

3) Succession

		<b>PROS</b>	<b>CONS</b>
Automatic succession to the position of Chairperson	<p>1<sup>st</sup> Vice-Chairperson becomes Chairperson in the next serving period.</p> <p>2<sup>nd</sup> Vice-Chairperson becomes 1<sup>st</sup> Vice-Chairperson in the next serving period.</p> <p>A new 2<sup>nd</sup> Vice-Chairperson is elected.</p> <p>The past Chairperson does not automatically become a Vice-Chairperson.</p>	<p>Develops the experience of a new Chairperson.</p> <p>Provides continuity.</p>	<p>It is possible that a poor performing Vice-Chairperson would be next Chairperson.</p> <p>Requires a 6 years commitment.</p> <p>More complicated for replacement.</p> <p>A future Chairperson is selected 4 years ahead.</p>
Automatic succession to and from the position of Chairperson	<p>1<sup>st</sup> Vice-Chairperson automatically becomes the Chairperson in the next serving period.</p> <p>Chairperson becomes the 2nd Vice-Chairperson.</p> <p>New 1st Vice-Chairperson is elected</p>	<p>Develops the experience of a new Chairperson.</p> <p>Uses the experience of the past Chairperson.</p> <p>Provides continuity</p> <p>Close to the current system</p>	<p>It is possible that a poor performing Vice-Chairperson would be next Chairperson.</p> <p>Requires a 6 year commitment.</p> <p>More complicated for replacement.</p> <p>A future Chair is selected 2 years ahead</p>
No automatic succession of the Vice-Chairpersons	<p>Vice-Chairpersons do not automatically succeed the Chair.</p> <p>Would require a different election system for Vice-chairs.</p>	<p>Simple to understand but not to operate.</p> <p>Less constraints.</p> <p>The best nominees can be selected.</p> <p>This is the way FAO proceeds</p>	<p>It would imply at the beginning of each term three separate elections (for Chairperson, 1<sup>st</sup> Vice-Chairperson and 2<sup>nd</sup> Vice-Chairperson).</p> <p>Less continuity</p> <p>Less efficient.</p>

4) Permanent Replacement

<b>Permanent Replacement of the Chairperson</b>	<b>PROS</b>	<b>CONS</b>
The Chairperson is replaced by the 1 <sup>st</sup> Vice-Chairperson.	Simple Continuity	1 <sup>st</sup> Vice-Chairperson may not be performing. It could break a possible rotation rule.
The Chairperson is replaced by his/her Bureau replacement from the region/negotiation group.	If there is a rotation rule, it is maintained.	The replacement may not meet the proposed requirement to have served previously in the Bureau.
The Chair is replaced by a suitable candidate nominated by the region/negotiation group that is not one of the Bureau replacements	Opportunity to invite a highly performing candidate. Ensures that a possible rotation rule based on regions/negotiation group is maintained	Could require a process to maintain the same size of the Bureau
The Bureau decides which of the 1 <sup>st</sup> or the 2 <sup>nd</sup> Vice-Chairpersons replaces the Chairperson.	Simple and efficient Continuity Guarantees experience of the candidate.	It could break a possible rotation rule based on regions/negotiation groups.
A past Chairperson is invited by CPM to finish the term	Opportunity to invite a highly performing past-Chairperson.	Increases the size of the Bureau until next election. It could break a possible rotation rule. Could require a process to select or it may not be sufficiently transparent.

5) Election of candidates

According to Rule II of the CPM RoPs, the Commission shall elect a Chairperson and no more than two Vice-Chairpersons. The FG considered inappropriate to change this rule.

6) Balance

<b>Balance across developed and developing countries</b>	<b>PROS</b>	<b>CONS</b>
If Chair is from a developed country, Vice-chairs should be from developing countries and vice versa.	Balance is systematically guaranteed for each term	The process of nomination could become very complex depending on the other decisions taken in terms of rotation and succession
No deliberate balance	Simple	Balance is not systematically guaranteed for each term, even though opportunities exist

**Proposals from the Focus Group**

The ToRs of the FG do not require the FG to provide recommendations or preferences regarding the options that were examined. However, during the analysis it became clear that some options were not feasible or legal advice was that they should not be implemented within the Organization. These options were eliminated from further consideration. From the remaining options, proposals were developed and discussed. Some members expressed the view that SPG would find it useful for the FG to state its preferences among the various options. However, there was also some concern about the FG going beyond its ToR.

The FG agreed to record its comments in the report, to enable SPG to consider them in order to develop a proposition for consideration and adoption by CPM 8 in-2013.

**A) Proposal on Reviewing Changes**

The FG proposes the SPG considers reviewing any changes made to the RoPs after a reasonable period of time has elapsed.

**B) Proposal on Considerations for Nomination of Chairperson and Vice-Chairpersons**

In putting forward candidates for the CPM and Bureau Chairperson and Vice-Chairpersons, regions/negotiation groups should consider the individuals experience and expertise on technical and operational IPPC issues and their capacity to contribute to CPM and Bureau activities and functions. In particular, consideration should be given to the individuals:

- Knowledge of the IPPC purpose, objectives, strategies, functions, roles and operational and internal processes.
- Understanding of IPPC related international organizations, for example: WTO-SPS and its related standard setting bodies, CBD, etc.
- Experience in financial management.

- Knowledge of national phytosanitary systems, regulations and practices.
- Experience in guiding or directing the operations of an organization or governance body to accomplish its mission, goals and objectives.
- Communication and collaboration skills including the ability to clarify, summarize and seek consensus.
- Experience in chairing and facilitating large fora, including supporting decision-making, negotiation and enabling compromise in such fora.
- Ability to act in an impartial and objective way.
- Ability to be flexible and resilient.

The following additional considerations would be desirable:

- The role of Chairperson is a substantial one and a candidate should be prepared to devote a significant amount of time and energy to fulfil the responsibilities attached to this role. The employer should provide the time and where appropriate, the necessary resources to enable the Chairperson to fulfil the responsibilities attached to this role.
- Vice-Chairpersons should have the same competence and expertise, as the Chairperson, but could have less experience depending on the choice of succession option.
- The candidates to Bureau members (including Chairperson and Vice-Chairpersons) must be employed by an NPPO.
- Candidates for Chairperson and Vice-Chairpersons must have served for at least one term (two years) in the Bureau.
- It may be desirable that the Chairperson has served previously as a Vice-Chairperson.
- It is desirable that most of the competencies, expertise and experience needed for the Chairperson and Vice-Chairpersons are also needed for other Bureau members.

#### **C) Proposal on designating 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairpersons.**

The FG proposes the Vice-Chairpersons be designated as 1<sup>st</sup> Vice-Chairperson and 2<sup>nd</sup> Vice-Chairperson. FAO Legal advise that this is now a common practice in the Organization. If this proposal is accepted, both RoP for the Bureau and CPM need to be amended accordingly.

#### **D) Proposal for permanent replacement of the Chairperson.<sup>2</sup>**

If the Chairperson cannot fill his/her term and the remaining period of the term is **less than one year:**

- 1<sup>st</sup> Vice-Chairperson acts as Chairperson until the next CPM.
- 2<sup>nd</sup> Vice-Chairperson acts as 1<sup>st</sup> Vice-Chairperson until next CPM.
- Replacement of the Chairperson's region in the Bureau is activated according to the draft RoPs of the Bureau.

<sup>2</sup> Only permanent replacement has been considered, temporary replacement is already covered in the Rules of Procedure for the Bureau and CPM.

- In the next CPM meeting, CPM elects a new Chair from next region / negotiation group, to begin a new term.

If the Chairperson cannot fill his/her term and the remaining period of the term is **one year or more**:

- 1st Vice-Chairperson acts as Chair until the next CPM.
- 2nd Vice-Chairperson acts as 1st Vice-Chairperson until next CPM.
- Replacement of the Chairperson's region in the Bureau is activated according to the draft RoPs of the Bureau.
- At the next CPM the Chairperson is replaced according to one of the following two options:

**Option 1**

- In the next CPM meeting, CPM elects a new Chairperson from the same region / negotiation group, to fill the remaining term, if the region wants to continue and can identify a suitable candidate.
- If the region / negotiation group does not wish to propose a candidate, CPM either elects a new Chairperson, for the remainder of the term or decides to have the Vice-Chairperson continue to act as the Chairperson until the term is completed.

**OR**

**Option 2**

- In the next CPM meeting, CPM either elects a new Chairperson, for the remainder of the term or decides to have the Vice-Chairperson continue to act as the Chairperson until the term is completed.

**Comments:**

- The CPM decisions on this issue should be written and incorporated to the RoP of the CPM.
- The FG agreed in general that region / negotiation group should have an opportunity to propose a replacement Chair (Option 1).

**E) Proposal of candidates as Vice-Chairpersons**

**Option 1** Vice-Chairpersons are proposed by the Bureau from within the Bureau regardless of whether a regional/negotiation group rotation exists for the Chairperson.

**Option 2** Two Regions/ negotiation groups are able to propose their respective candidates for the Bureau as 1<sup>st</sup> or 2<sup>nd</sup> Vice-Chairpersons, under a determined order. For example, 1<sup>st</sup> Vice-Chairperson coming from next region/negotiation group in a rotation and 2<sup>nd</sup> Vice-Chairperson coming from the region/negotiation group following.

**Option 3** Any region/negotiation group can propose candidates for 1<sup>st</sup> and/or 2<sup>nd</sup> Vice-Chairperson and CPM elects from the pool of candidates.

**Comments:**

- The CPM decisions on this issue should be written and incorporated to the RoP of the CPM.

- Option 3 was considered less practical or efficient because multiple candidates are going to be proposed.

#### **F) Proposal for succession among Vice-Chairpersons**

**Option 1** Automatic succession to the position of Chairperson.

- 1st Vice-Chairperson is automatically proposed to CPM to be elected as the Chairperson
- 2nd Vice-Chairperson is automatically proposed to CPM to be elected as 1st Vice-Chairperson.
- A new 2nd Vice-Chairperson is elected each 2 years.

**Option 2** Automatic succession to and from the position of Chairperson

- 1st Vice-Chairperson is automatically proposed to CPM to be elected as the Chairperson.
- The out-going Chairperson is automatically proposed to CPM to be elected as 2nd Vice-Chairperson.
- A new 1st Vice-Chairperson is elected each 2 years.

**Option 3** No automatic succession of the Vice-Chairpersons.

- Chairperson and Vice-Chairpersons elections are independent.

#### **Comments:**

- The FG recommends this issue is not incorporated as a modification of the RoP of CPM, but instead as guidance to be endorsed by CPM and incorporated into the Procedural manual.
- Option 3 would be less efficient because of the election process. However it could help to develop experience in participating in the Bureau and gives the chance to select the best Vice-Chairpersons.
- Options 1 and 2 are less feasible for many contracting parties and regions since they requires a long-term commitment.

#### **G) Proposal for rotation of Chairpersons.**

**Option 1** Rotation among the FAO regions with the same frequency for each region.

- Following the historical order: starting with Asia, followed by Southwest Pacific, Latin America and the Caribbean, Europe, Africa, North America and Near East, or,
- Following the order starting with Asia, followed by Southwest Pacific, Latin America and the Caribbean, Africa, North America, Near East and Europe.

**Option 2** Rotation among FAO regions with a differential frequency, according to special characteristics. Starting with Asia and later according with the frequency determined by the selected characteristics.

**Option 3** Rotation among the negotiation groups (developing/developed)

- Rotation among negotiations groups (OECD/G77) with no geographical considerations or,
- Rotation among negotiations groups (OECD/G77) and within negotiating groups a geographical rotation can be determined, e.g. European and non-European countries within OECD.

**Option 4** The candidate to the Chairperson can come from any region for any term.

**Comments:**

- The CPM decisions on this issue should be written and incorporated to the RoP of the CPM. The order in which a regional/negotiation group rotation is going to occur should not be included in the RoPs, but recorded as guidance. The guidance should include provision for a region/negotiation group to forego or negotiate an alteration in the position in the rotation.
- Option 4 was considered less practical or efficient because multiple candidates are going to be proposed.

**6. Other businesses**

**a) Review of the references to FAO DG in the RoP of the CPM**

In the Basic Text of the Organization there is reference to Art. XIV Bodies. According to advice provided by the FAO legal office, all references to the FAO DG need to stay, until FAO provides further operational autonomy to Art. XVI Bodies.

**b) The Terms of Reference (ToR) and the Rules of Procedure (RoP) for the Bureau**

The Secretariat presented the draft ToR and RoP of the Bureau, as agreed by the Bureau in June 2012. The main changes to the initial proposal presented to CPM in 2009, were highlighted and explained, as well as the possible link between it and the nomination, selection and rotation of Chairperson and Vice-Chairpersons.

The FG has the following comments for SPG consideration:

- The FG supports the idea of nominating potential replacements.
- If the FG proposal on the competency, expertise and experience of the Chairperson and Vice-Chairpersons (and Bureau members) is accepted, Rule 1 should be modified to include a more specific reference to the desired competency, expertise and experience, and the intention to have it endorsed by the CPM and incorporated into the IPPC Procedural Manual.
- If the FG proposal to define 1<sup>st</sup> Vice-Chairperson and 2<sup>nd</sup> Vice-Chairperson is endorsed by CPM, this issue needs to be reflected in the Bureau RoP (rule 4 & 6).
- The Bureau may want to discuss the possibility of having a member weighting system so some regions have more members on the Bureau as with the Standards Committee.

**c) CPM observers**

The FG considered that it was advisable to keep the Bureau meetings closed and to include in the Bureau RoPs, the same authority established for the Chair in CPM meetings (Rule II.2)

**7. Closure of the meeting**

The Chair thanked the participants for productive discussions and closed the meeting.



**Appendix 1 - Agenda**

1. Opening of the meeting	
2. Election of chair	
3. Adoption of agenda	Provisional Agenda
4. Procedure for amendments to the Rules of Procedures (RoPs) of the CPM	RoPs of the CPM
5. Implementation of the Tasks Set in the Focus Group Terms of Reference	RoPs of the CPM
6. Review of the references to FAO DG in the RoPs of the CPM	RoPs of the CPM
7. The Terms of References (ToRs) and the RoPs for the Bureau	Draft ToR and RoPs for the bureau of the CPM
8. CPM observers	CPM 2012/CRP/11; CPM 2012/23; CPM 2012/INF/24; CPM 2012/INF04; Draft ToR and RoPs of the bureau of the CPM; Talking points on the Observer's rule; RoPs of the CPM; Executive Bodies of other international organizations
9. Other business	
10. Closure of the Meeting	

**Appendix 2 - Documents List**

<b>AGENDA NO.</b>	<b>Related document</b>
03	Provisional Agenda
04	RoPs of the CPM
05	RoPs of the CPM
06	Draft ToR and RoPs for the bureau of the CPM
07	CPM 2012/CRP/11
07	CPM 2012/23
07	CPM2012/INF/24
07	CPM2012/INF04
07	ToR and RoPs of the Bureau
07	Talking points on the Observer's rule
07	RoPs of the CPM
07	Executive Bodies of other international organizations

**Appendix 3 - Participants List (Updated: 9 August 2012)**

	<b>Participant role</b>	<b>Name, mailing, address, telephone</b>	<b>Email address</b>
	Member, representing: Africa	M. Yawo Sèfe GOGOVOR Directeur de la protection des végétaux Ministère de l'Agriculture, de l'Élevage et Pêche Ministère de l'Agriculture de l'Élevage et de la Pêche B.P. 1347 - Lomé <b>TOGO</b> Tel: (+228) 22 504404	<a href="mailto:gogovor@yahoo.fr">gogovor@yahoo.fr</a>
	Member, representing: Asia and CPM Bureau	Ms Kyu-Ock YIM Researcher Export Management Division Department of Plant Quarantine Animal, Plant and Fisheries Quarantine and Inspection Agency (MIFAFF) 433-1 Anyang- 6 dong Manan-gu, Anyang City (430-016) Gyunggi-do <b>REP OF KOREA</b> Tel: (+82) 31 420-7605	<a href="mailto:koyim@korea.kr">koyim@korea.kr</a>
	Member, representing: Latin America and the Caribbean	Ms Maria Soledad CASTRO DOROCHESSI Plant Protection Division Servicio Agrícola y Ganadero Av. Bulnes 140, Piso 3 Santiago <b>CHILE</b> Tel: (+562) 3451200	<a href="mailto:soledad.castro@sag.gob.cl">soledad.castro@sag.gob.cl</a>
	Member, representing: Near East	No candidate was proposed.	

	Participant role	Name, mailing, address, telephone	Email address
	Member, representing: North America	Ms Rebecca BECH Deputy Administrator for APHIS' Plant Protection and Quarantine (PPQ) program 1400 Independence Avenue SW Room 302-E, Washington, DC, 20250 <b>USA</b> Tel: (+1) 202 720 5601	<a href="mailto:rebecca.a.bech@aphis.usda.gov">rebecca.a.bech@aphis.usda.gov</a>
	Member, representing: S.W. Pacific	Mr Peter THOMSON Director Plants, Food & Environment Ministry for Primary Industries Pastoral House 25 The Terrace PO Box 2526, Wellington 6140 <b>NEW ZEALAND</b> Tel: (+64) 4 8940353	<a href="mailto:peter.thomson@mpi.govt.nz">peter.thomson@mpi.govt.nz</a>
	Member, representing: Europe	M. Nicolas CANIVET Ministère de l'Alimentation, de l'Agriculture et de la Pêche Chef de délégation Chef du bureau des semences et de la santé des végétaux Rue de Vaugirard, 251 75732 Paris <b>FRANCE</b> Tel: (+33) 1 49558148	<a href="mailto:nicolas.canivet@agriculture.gouv.fr">nicolas.canivet@agriculture.gouv.fr</a>
	IPPC Secretariat	Mr Yukio YOKOI Secretary International Plant Protection Convention (IPPC) c/o FAO V. le delle Terme di Caracalla Rome, ITALY Tel: (+39) 06 57054812	<a href="mailto:Yukio.Yokoi@fao.org">Yukio.Yokoi@fao.org</a>
		Ms Ana PERALTA Agricultural Officer International Plant Protection Convention (IPPC) c/o FAO V. le delle Terme di Caracalla Rome, ITALY Tel: (+39) 06 57055322	<a href="mailto:Ana.Peralta@fao.org">Ana.Peralta@fao.org</a>

	<b>Participant role</b>	<b>Name, mailing, address, telephone</b>	<b>Email address</b>
	FAO Legal Office	Ms Marta PARDO LEAL Legal Officer Food and Agriculture Organization (FAO) V. le delle Terme di Caracalla, Rome, ITALY Tel: (+39) 06 57053022	<a href="mailto:Marta.Pardo@fao.org">Marta.Pardo@fao.org</a>

**Appendix 4 - ToR of the Focus Group**

# COMMISSION ON PHYTOSANITARY MEASURES

<b>Seventh Session</b>
<b>Rome, 19 - 23 March 2012</b>
<b>Draft Terms of Reference - Working Group Responsible for Drafting Rules of Procedure for the nomination, selection and rotation of the CPM Chairperson and vice Chair-persons</b>
<b>Agenda item 5.1</b>

## BACKGROUND AND PURPOSE

1. At its 7<sup>th</sup> session, the Commission on Phytosanitary Measures (CPM-7 (2012)) recognized that there are currently no written rules for the nomination, selection and rotation of the CPM Chairperson and vice-chairpersons.
2. The CPM agreed on the need for transparent and equitable written Rules of Procedure (RoP) in the future.
3. These RoP should take into account, to the extent possible, the following:
  - Rights and obligations conferred by the International Plant Protection Convention (IPPC) on contracting parties in relation to facilitating delivery of Convention objectives;
  - Rules of Procedure of the CPM and FAO General Rules of the Organization for electing officers in the Bureau;
  - The relationship between the election of vice-chairpersons to the CPM Chair;
  - Previous discussions, informational papers and draft rules developed by CPM members, and any other contributions;
  - Practices of other organisations and similar bodies relevant to the IPPC and its governance arrangements.

## PROCESS

4. In light of the above, a working group will undertake information collection, and analysis relevant to the election of executive positions on relevant international bodies. The working group will meet in Rome if necessary and make a report to the SPTA in October 2012.
5. This report will be reviewed by the Bureau and FAO Legal Office prior to its submission to the SPTA.

6. The SPTA will review and discuss this report, will consider the analysis and make a proposition of draft Rules of Procedure for the nomination, selection and rotation of positions of chairperson and vice-chairpersons, for consideration and adoption by CPM-8 in March, 2013.

### **TASKS**

7. This working group will prepare a document including the following:

- identify roles and responsibilities of the chairperson and the vice-chairpersons in relation to the functioning of the Bureau, of the CPM and of IPPC activities;
- identify competence, expertise or experience that are desirable for the chairperson and the vice-chairpersons ;
- identify all the possible options for rotation, selection and nomination for the chairperson and the vice-chairpersons;
- analyse the above mentioned options, and especially the pros and cons (for instance through a SWOT analysis) in regards to the following general principles :
  - transparency
  - equity, fairness and inclusiveness, especially in terms of representation between IPPC contracting parties in successive nominations
  - competency, in terms of ease to select the most valuable candidates given the role, responsibilities and competence identified under (a)
  - efficiency
  - continuity
- e) present the document to the SPG.

### **MEMBERSHIP**

8. The working group will be represented as follows:

- one expert designated by the Africa FAO region : AAA
- one expert designated by the Asia FAO region : BBB
- one expert designated by the Europe FAO region : CCC
- one expert designated by the Latin America and the Caribbean FAO region : DDD
- one expert designated by the Near East FAO region : EEE
- one expert designated by the North America FAO region : FFF
- one expert designated by the Southwest Pacific region : GGG

### **REFERENCES**

CPM2012/Inf 4  
CPM2012/Inf 24  
CPM Rules of Procedure – function of the Bureau of the IPPC  
International Plant Protection Convention