



***REPORT***

Rome, Italy  
7- 8 & 10 October

# **CPM Bureau Meeting October 2013**



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

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## 1. Opening of the meeting and Secretariat Update

- [1] The IPPC Secretariat presented a paper to provide updates on all current IPPC activities.
- [2] The Secretariat noted the importance of the transition of the IPPC Secretariat to the direct supervision of the Assistant Director General (ADG). This is expected to be a positive transition, offering more visibility for the IPPC and its activities, and possibly some increased operational independence.
- [3] Relating to the development and documentation of new FAO Strategic Objectives, the IPPC senior staff has been working on FAO Strategic Objectives 2 and 4. The status of IPPC as an Article XIV body was defined last year in the FAO Financial Committee report as a management issue. Under the direction of the ADG there may be little more to consider in terms of the Article XIV review.
- [4] The Secretary highlighted key meetings that have taken place since the 2013 June Bureau meeting, focusing on the meeting with the CBD Secretariat in Montreal, Canada, the ePhyto Steering Group in New Zealand, the Task Force on the Framework for Standards in Ottawa (18-20 September 2013) and the WCO meeting in Geneva.
- [5] The Secretariat provided updates on the renewal of the registration of the ISPM 15: 2009 mark that have been completed for all countries for which registration would have expired in 2013. Registration for some new countries is in process. Reimbursement for both renewal and new registrations will be actively encouraged but is not mandatory.
- [6] The communications needs assessment has been delayed but the Secretariat hopes to see positive progress once an external communications firm in Rome provides a clear proposal.
- [7] The status of National Reporting Obligations was discussed, noting that the Secretariat is still waiting for three of the seven nominations for the Advisory Group (NROAG).
- [8] The Bureau asked for specific detail on the joint-work programme discussed at the meeting with the CBD. It was noted that the two Secretariats have agreed to work together towards creating this. Currently there is a table with objectives and a timeline, and at the end of the meeting, a list of possible actions for a work plan was created. The possibilities for a draft work plan were discussed during the meeting but the Secretariat is still waiting to discuss key elements with CBD such as who will provide resources, which will be responsible for specific activities, etc.
- [9] The Secretariat noted that there is concern regarding the lack of commitment to the SBDS and efforts from member countries to respond to surveys have been minimal.

## 2. Adoption of the agenda

- [10] The Bureau adopted the agenda (Appendix 1)

## 3. Housekeeping

- [11] The Secretariat provided a brief report on housekeeping issues for the meeting particularly meeting room arrangement for the remainder of the week.

- Documents list
- Participants list (Appendix 2)
- Local information

### 3a. Rapporteur

[12] Peter Thomson (New Zealand/SW Pacific) volunteered to be rapporteur for the meeting.

### 4. Report of last meeting

[13] Follow-up action points from the June Bureau Meeting were reviewed and discussed. The Secretariat was requested to attach appendices to the June Bureau Report posted on the IPP and make several editorial changes.

[14] It was noted that the NRO Advisory Group (NROAG) is still waiting for the last three nominations for representatives but needs to push forward and begin meeting before CPM-9. The African region representative provided a nomination.

[15] One Bureau member raised a concern on the process for selecting experts for Expert Working Groups (EWGs) and Technical Panels (TP), as some qualified experts who applied were not selected. The Secretariat informed the Bureau that a Standards Committee (SC) member submitted a discussion paper on the issue and this is on the agenda of the 2013 November SC meeting. The problem of the lack of availability of some experts that have been selected was also mentioned.

[16] The Secretariat expressed ongoing concern with the quality of the IPPC's IT resources and noted that alternative options are being discussed. Since the last Bureau meeting, half of FAO IT staff has been cut and this will most likely have an effect on the IPPC IT department, particularly in support for the Online Comment System (OCS).

[17] The Bureau noted the table presented by the IPPC, which defines the various relationships (liaison, cooperation, partnerships) in which the IPPC is currently engaged. The Secretariat was advised to present this table to the SPG for review, before being presented to the CPM-9.

[18] The TC for RPPOs expressed concern for the lack of participation in meetings from the Andean Community, and noted that a letter will be sent addressing this issue. This will be the same letter that will be distributed to all RPPOs that have not participated.

[19] Regarding RPPOs participation in the SPG, the Bureau decided that there was no urgent need to review and revise the Rules of Procedure for SPG, as it is currently flexible enough.

[20] Papers integrating the June Bureau meeting changes to IRSS 2 papers were discussed and the Secretariat noted that these would be presented to the SPG for review.

[21] Regarding the Communications Needs Assessment, the Secretariat noted the lack of action on the US funding for the communications work plan and eagerly awaits response and action from the external contracting party.

[22] The Bureau:

- (1) *requested* that the Secretariat make several editorial changes to the 2013 June Bureau meeting report, to add all missing appendices.

- (2) *advised* that the NROAG push forward to set a meeting in February. Regions that have not yet provided nominations will either not have representation or will need to accelerate their process to provide representation at this meeting.
- (3) *requested* that the IPPC Liaison, Cooperation, and Partnership Policy be presented for SPG review before going to CPM-9.
- (4) *requested* to see the final paper on IRSS 2 that integrated June Bureau meeting comments.
- (5) *agreed* to delete final action item proposed that the rules of procedure for SPG be reviewed to reconsider the roles of RPPOs.

## 5. Preparations for SPG

### 5.1 Review of the SPG Agenda

- [23] The Bureau discussed the various agenda items for the upcoming Strategic Planning Group Meeting (8-11 October).
- [24] The Bureau discussed that the most strategic way to present the Implementation paper would be to focus on the reasons for revisiting implementation of ISPMs and the concepts and principles of implementation. It would be helpful to then discuss the next steps for a potential pilot study and presentation to CPM.
- [25] The Bureau noted that the CPM Recommendations process will be presented with an introduction from the Bureau, with the comments and process for adopting Recommendations paper, as recommended by the Bureau in June.
- [26] The Bureau noted that the Pest of National Concern (COSAVE paper) would be presented by Argentina.
- [27] The Secretariat noted that Bill Bryant, consultant from Bryant Christie Inc. conducting the ePhyto hub feasibility study, would present the agenda item on ePhyto as a power point.
- [28] The Bureau noted that the agenda item on the TC-RPPOs would discuss topics recently covered at the meeting in Uruguay.
- [29] The Bureau:
- (1) *requested* that in the future, SPG Agenda papers should be presented in time to allow proper review and preparation, according to the previously agreed timetable.

### 5.2 Procedures for CPM Recommendations

- [30] The Bureau noted that the procedure for CPM Recommendations is currently unclear and should clarify who is responsible for collecting comments on draft recommendations and dealing with them. The Secretariat confirmed that they drive the process of consultation but could use more feedback on this.
- [31] It was discussed that as standards and recommendations are different they should be handled differently and should not follow the same process. The Bureau discussed the possibility of finding a tool to process comments and that the use of the Online Comments System should be explored. The Secretariat thought that there would be major costs in adapting the OCS to allow for comments on recommendations and the Bureau asked for an estimated of these costs to be prepared.

[32] It was proposed to have an open system, in which any contracting party or other body wishing to propose a recommendation would prepare a first draft and rationale for why the recommendation is needed. This would be presented to CPM. If CPM agrees, then it goes to consultation. This process would exclude emergency recommendations, which can be proposed at any time.

[33] The Bureau:

- (1) *requested* that the Secretariat explore the feasibility and costs of adopting the Online Comment System for collecting and analyzing Recommendations, as ground rules on this process are essential, and agreed the inclusion of a clause on emergency recommendations in the proposed process for adopting recommendations.
- (2) *noted* that this topic would be brought to the SPG for discussion and review

### **5.3 Policy on partnerships**

[34] The Secretariat noted that it will present the paper that clarifies the IPPC partners in an organized chart that clearly defines how the IPPC collaborates with each partner to SPG.

[35] The Bureau:

- (1) *noted* that the paper on policy on partnerships be reviewed by the SPG before being presented to CPM

## **6. Other Business: FAO Legal Office, Amendments to the Convention, ISPM15 Status of Registration, Renewal and Reimbursement**

### ***FAO Legal Office:***

#### ***a. Amendments to the Convention***

[36] The Secretariat presented a paper showing the process that would need to be applied in order to revise the IPPC Convention text. The Legal Office noted that process was still missing some important steps. This was revised and re-distributed and can be found in Appendix 3.

[37] FAO Legal Office clarified that a technical committee should review the amendments, as they should be discussed and reviewed in detail before being presented to the CPM for formal adoption. If amendments to the Convention were to be introduced necessary review by the CCLM and Council would also need to take place before CPM approval.

[38] The Bureau considered that it would be helpful to discuss this issue within the SPG and see if text revision was of interest or not. If it was, a specific legal process would need to be followed and would require careful coordination with the FAO Legal Office.

#### ***b. ISPM 15 Status of Registration***

[39] The renewal of ISPM 15 mark registration has been completed for all existing registrations that expired in 2013. FAO awarded the contract for renewal to the firm that dealt with the initial registrations, since they offered the lowest price. On the other hand, two firms have been appointed to handle new registrations. Each time there is a new request for registration, FAO will contact both firms under contract and entrust the registration process to the firm offering the lowest price.

[40] Regarding reimbursement, FAO will not issue an invoice until a country has confirmed its commitment to reimburse the costs. The selection of countries will be based on a number of criteria, including trade volume.

***c. Renewal and Reimbursement***

[41] The Secretariat had drafted a letter addressed to senior government officials encouraging them to support the registration process in their country. Some changes were agreed to clarify that FAO will initiate the registration process as approved at CPM-8 and to remind and encourage countries to provide reimbursement of the related cost.

[42] The Bureau:

- (1) *agreed that* once the registration of the ISPM15 mark has been initiated and the company has issued the relevant invoice, a letter should be sent to the country indicating the cost and asking confirmation of the country's willingness to proceed with reimbursement. Once there is a clear commitment from a country, FAO will issue an invoice. The IPPC Secretariat will provide the budget code against which the reimbursement will be credited.

### **6.1 Review of letter to all RPPO representatives on criteria for the withdrawal of recognition under the Convention**

[43] The letter to RPPOs serves to remind each member region of their responsibility to the IPPC Secretariat. The IPPC Secretariat plans to attach their official agreement to this letter for reference.

[44] The Bureau:

- (1) *agreed* to provide comments on the letter to RPPOs within a week following the Bureau meeting.

### **6.2 Guidelines for the Trust Fund**

[45] At the Financial Committee meeting on October 7, 2013, changes were made to the language of the guidelines for the Trust Fund. These were announced to the Bureau.

[46] The FC decided to loosen restrictions for this Trust Fund money, so that it might be applied to other activities in the IPPC Strategic Framework agreed upon by CPM (training programs, NRO, etc). This would be a legitimate way to expand our opportunity to use money elsewhere.

[47] The FC had also recommended that sufficient funds should be retained in the Trust Fund to carry over into the next financial year as cover for outstanding commitments. A figure equivalent to 15% of the regular programme funds was agreed.

[48] The Bureau:

- (1) *noted* revised rules for the IPPC trust fund and that these would be presented to CPM for approval
- (2) *noted* that the FC advised the IPPC Secretariat that an amount equivalent to 15% of the regular programme funds should be carried over each year in the multi-donor trust fund to ensure a sustainable reserve.

### 6.3 CPM-9 Agenda

[49] The following items for the CPM agenda were discussed.

**1. Opening of the Meeting (Minister in the building, or ADG, Mr. Ren Wang)**

**7. Governance**

- Partnerships
- Process for Adopting Recommendations
- *adoption of the recommendation elsewhere*

**8. International standard setting and implementation programme**

- Standard Setting
- *will need to wait until after SC*
- Revision of diagrams (from CPM-8)

**9. Implementation IPPC Strategic Framework and Resource Mobilization**

- SPG Report
- Program on Implementation the IPPC Resource Mobilization
- Financial Report 2013 and Budget and Operational Plan
- The FAO review of Article XIV bodies
- Implementation pilot
- Status of ISPM 15
- Implementation paper
- ePhyto
- IRSS Report
- Successes and Challenges of Implementation (when agenda is sent out, first 10 countries can report)

**10. Capacity Development (might be all moved to the Secretariat Report)**

- Rules of Observers
- Extension of the CDC, evaluate work of the CDC (

**11. Review of National Reporting Obligations**

- Report for the NROAG

**12. Communications**

- Report of the Needs Assessment

**13. Liaison and Partnership of the IPPC and cooperation with relevant regional and international organizations**

- Report on promotion of the IPPC and cooperation with relevant international organizations
- Report for observer organizations
- Summary report of the 24<sup>th</sup> TC-RPPOs



- Report for SPS
- CBD Secretariat
- Report from other organizations

#### **14. Recommendations**

- Adoption of the Recommendations

#### **15. SBDS**

- Report

#### **16. Subsidiary Bodies**

- Standards Committee
- SBDS

#### **18. Other business**

#### **19. Address of the incoming chair**

#### **20. Adoption of the report**

- *Confirmed Scientific Sessions*
- *PRA*
- *New technologies*
- *Experiences in ePhyto*

#### **7. Next meeting**

[50] The Bureau agreed that the next meeting would be a virtual meeting on 2 December 2013 with the time to be determined.

**APPENDIX 1- Provisional Agenda***Bureau Meeting**October 7 & 8, 2013**FAO, Rome, Italy**(Monday, 19.30)**PROVISIONAL AGENDA*

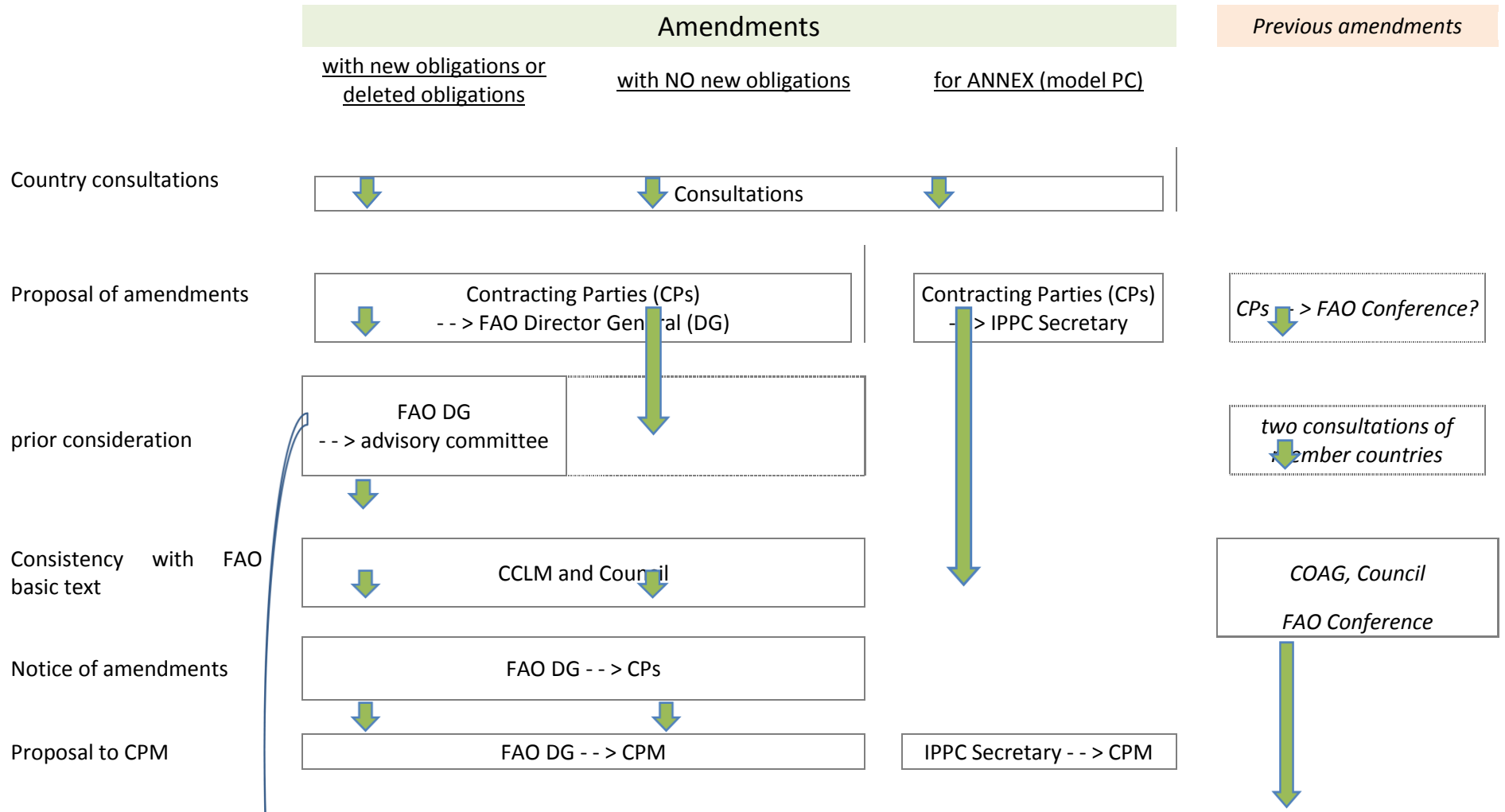
Agenda item	Document No	Presenter
1. Opening of the meeting and Secretariat Update (Update will include information on ISPM15, communications need assessment, information on FAO work planning, financial update and CPM preparations)	--	YOKOI
2. Adoption of the agenda	Bureau_2013_Oct_01	ASHBY
3. Housekeeping		
<ul style="list-style-type: none"> <li>• Documents list</li> <li>• Participants list</li> <li>• Local information</li> </ul>	Bureau_2013_Oct_02 Bureau_2013_Oct_03	FEDCHOCK
4. Report of last meeting	<a href="#">..\..\Report\Report_June2013BureauMeeting_2013-07-22_final.docx</a>	ASHBY
5. Preparations for SPG		
5.1 Review of the SPG Agenda 5.2 Procedures for IPPC Recommendations 5.3 Policy on partnerships		ASHBY FEDCHOCK FEDCHOCK/PERALTA
<b>6. Other Business</b>		
6.1 Review of letter to all RPPO representatives on criteria for the withdrawal of recognition under the Convention 6.2 Guidelines for the Trust Fund		PERALTA FEDCHOCK
7. Next meeting		ASHBY

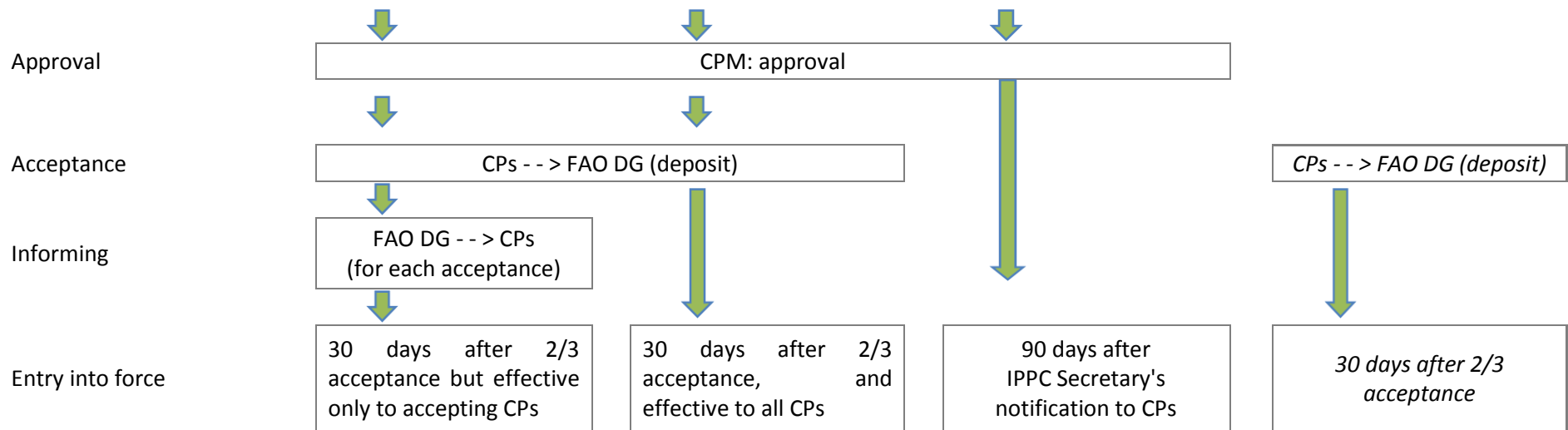
**APPENDIX 2 – Participants list****Commission on Phytosanitary Measures****BUREAU MEETING****(Rome, 7-8 October 2013)**

	<b>Role</b>	<b>Name, address, telephone</b>	<b>Email address</b>	<b>FAO region/Country</b>
	Member	<b>Mr Peter THOMSON</b> Director - Plants, Food & Environment, Ministry for Primary Industries 25 The Terrace, Pastoral House PO Box 2526, Wellington Tel: (+64) 4 894 0353 Mbl: (+64) 29 894 0353	peter.thomson@mpi.govt.nz	Southwest Pacific/ New Zealand
	Chairperson	<b>Steve ASHBY</b> Food and Environment research agency, Defra, Plant Health POLICY PROGRAMME Room10GA07,FERA, SAND HUTTON, York, UK YO41 1LZ Phone 01904 465633	<a href="mailto:steve.ashby@Fera.gsi.gov.uk">steve.ashby@Fera.gsi.gov.uk</a>	Europe/ United Kingdom
	Member	<b>M., Lucien Konan KOUAMÉ</b> Ministère de l'Agriculture Direction de la Protection des Végétaux, du Contrôle et de la Qualité B.P.V7 Abidjan Cote d'Ivoire	<a href="mailto:l_kouame@yahoo.fr">l_kouame@yahoo.fr</a> ; <a href="mailto:lucien.kouame@aviso.ci">lucien.kouame@aviso.ci</a>	Africa
	Member	<b>Mr. Francisco GUTIERREZ</b> Director of Plant Health Plant Health Department Belize Agricultural Health Authority Central Farm, Cayo District BELIZE Tel: +501 824-4899 Mobile: +501 604-0319 Fax: +501 824-3773	<a href="mailto:frankpest@yahoo.com">frankpest@yahoo.com</a>	Latin America and Caribbean/ Belize
	Member	<b>Ms. Kyu-Ock YIM</b> National Plant Quarantine Cooperation Division 433-1 Anyang-b dong, Manan-gu, Anyang City (430-016) Gyunggi-do Republic of Korea Tel.: (+82) 31-420-7605 Fax: (+82) 31-420-7605	<a href="mailto:koyim@korea.kr">koyim@korea.kr</a>	Korea/Asia

	<b>Role</b>	<b>Name, address, telephone</b>	<b>Email address</b>	<b>FAO region/Country</b>
	Member	<b>Mr. John GREIFER</b> Assistant Deputy Administrator Plant Protection and Quarantine Animal Plant Health Inspection Service U.S. Department of Agriculture RM 1128 South Building, USDA 1400 Independence Ave. Washington DC 20250 Tel.: (+1) 202 799-7159 Fax: (+1) 202 690-0472	<a href="mailto:john.k.greifer@aphis.usda.gov">john.k.greifer@aphis.usda.gov</a>	North America/ USA
	IPPC Secretariat	<b>Mr Yukio YOKOI</b> Secretary to the IPPC	<a href="mailto:Yukoi.Yokoi@fao.org">Yukoi.Yokoi@fao.org</a>	N/A
	IPPC Secretariat	<b>Mr Craig FEDCHOCK</b> IPPC Coordinator	<a href="mailto:Craig.Fedchock@fao.org">Craig.Fedchock@fao.org</a>	N/A
	IPPC Secretariat	<b>Ms Ana PERALTA</b> Implementation Officer	<a href="mailto:Ana.Peralta@fao.org">Ana.Peralta@fao.org</a>	N/A
	IPPC Secretariat	<b>Ms Celine GERMAIN</b> Standard technical officer in Charge	<a href="mailto:Celine.germain@fao.org">Celine.germain@fao.org</a>	N/A
	IPPC Secretariat	<b>Mr David NOWELL</b> Information Exchange Officer	<a href="mailto:Dave.Nowell@fao.org">Dave.Nowell@fao.org</a>	N/A
	IPPC Secretariat	<b>Mr Marko BENOVIC</b> Finance and Planning Associate	<a href="mailto:Marko.Benovic@fao.org">Marko.Benovic@fao.org</a>	N/A
	IPPC Secretariat	<b>Ms Francesca CROZIER-FITZGERALD</b> Communications and Planning associate / Report writer	<a href="mailto:Francesca.CrozierFitzgerald@fao.org">Francesca.CrozierFitzgerald@fao.org</a>	N/A

**APPENDIX 3 - Processes Necessary for Revising IPPC Convention Text**





\* Advisory committee = can be interpreted as a committee of a technical nature