



REPORT

Rome, Italy
7 October 2013

Meeting of the IPPC Financial Committee October, 2013



Food and Agriculture Organization of the United Nations

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1. Opening of the meeting

- [1] The Financial Committee (FC) Chair, Ms. Yim, and IPPC Secretary, Mr. Yokoi, welcomed the meeting participants. All the FC members participated in the meeting.
- [2] The IPPC Secretary mentioned the transitional change currently underway, in which IPPC will move directly under the Assistant Director General's office - ADG (transition started on October, 1st). This shift in the level of management should improve the visibility of the IPPC and hopefully provide greater awareness of the IPPC and its significant role as one of the key standard setting bodies within FAO.

2. Adoption of the Agenda

- [3] The FC discussed the Agenda and adopted it without amendments ([Appendix 1](#)).

3. Housekeeping

- [4] The Documents list ([Appendix 2](#)) and Participants list ([Appendix 3](#)) were reviewed and noted.

4. Report of last meeting

- [5] The FC reviewed the June FC meeting report. Since June, members of the Financial Committee and the IPPC Secretariat have been active to improve the methods of quarterly financial reporting. The Secretariat has been affected by some recent personnel departures, as Maria Bonomi, AGP Budget specialist, has retired and former Advocacy Officer, Tea Franich, has left the IPPC.

5. New and emerging issues

5.1 FAO reform and its implication – ADG

- [6] The issue of transition to ADG supervision was thoroughly discussed. The IPPC Secretariat is attempting to avoid heavy workload with FAO reform and procedures regarding Strategic Framework Planning while making efforts to locate the IPPC's work adequately under the new FAO Strategic Objectives (IPPC work area is under SO2 and SO4). The level of the regular programme budget provided by FAO will remain almost the same in the next biennium as in the current biennium. The IPPC Secretary noted that going under the ADG may affect certain aspects of IPPC work, but after talking with the Codex Alimentarius staff, it has been made clear that they have not experienced a big change due to the shift in the level of management.
- [7] The IPPC Secretary and the Coordinator noted that FAO decided to make many cuts to the IT Staff (50%) and IPPC will be affected by this. The Secretariat is currently seeking alternative means of support for several issues (i.e., support for Online Comment System will be lost). As it has been a recurring issue for the IPPC, a lack of resources will continue to make it difficult to produce expected results.
- [8] The IPPC Coordinator noted that the transition is a good time for IPPC to make a long term strategic work plan. It was also noted that a separate policy body could be created for this purpose and this is the subject of a discussion paper for the SPG.
- [9] The IPPC Coordinator had met with the ADG financial specialists, Julia Bacon and Daniela Paris and they noted that there is a strong understanding of the IPPC budget and willingness to cooperate.
- [10] The meeting between the IPPC Secretariat and CBD Secretariat in Montreal was productive and financial issues, among others, were discussed. As the IPPC will now be recognised as a biodiversity-related convention, it will have a new opportunity to seek different funding sources such as environmental development agencies and approach different stakeholders.

[11] The IPPC Secretary mentioned the meeting with the WCO where areas of mutual interest were discussed.

[12] The reimbursement of ISPM 15 symbol renewal and registration costs were addressed. Since CPM-8, the Secretariat has worked with the legal office to renew member countries' registration to ISPM 15 in more than 60 countries. The total cost of the registration renewal in these countries is EUR 26,000. The letter to the Ministers is in process, but may have to be sent by the FAO DG.

[13] The FC:

1. *advised* the Secretariat to analyze the changes occurring in the IPPC in order to determine the actual impacts on financial management.
2. *noted* that this will be a huge benefit for the IPPC as it may now advise contracting parties to approach national environmental agencies for new funds as well as broaden the opportunities for outreach by the Secretariat and access to international funds such as GEF. This is a great PR/public awareness opportunity.
3. *requested* that the Secretariat clarify and resolve the issues regarding reimbursement as soon as possible, as many countries close their financial reports before the end of the calendar year.
4. *suggested* that a clear message be sent to each country noting that the process has been completed and how they can reimburse the cost of registration and renewal.
5. *suggested* that the Secretariat could place a news item on the IPP to provide updates regarding ISPM 15 mark registration.

5.2 Others

[14] FC members noted that the Committee on Food Security (CFS) is meeting the same week as SPG, Bureau and Financial committee (October) meetings with the attendance of the ministers and senior level officers and donor organizations. This should have been an opportunity to increase visibility of IPPC related to food security.

[15] The FC:

1. *suggested* that there should be an IPPC paper, presentation, or table-side event for the Committee on Food Security or during World Food Week, as this will help increase visibility of the IPPC.

6. FC 2013 Work Programme

6.1 Resource Mobilization

a. Review of implementation plan

[16] The Secretariat presented the paper on the Implementation Plan for the IPPC Resource Mobilization Strategy and specified that item H "Revising the IPPC" is in process. The Secretariat noted that they are open for suggestions from the FC on tangible actions for moving forward, especially regarding items in the chart which required clarification.

[17] The FC:

1. *provided* clarification on the points under C4 to technical secretaries, D2 (Sponsorship of Standards), and G3 (incentive programme for donors) which was revised accordingly under the Implementation Plan.
2. *examined* methods in which Codex Alimentarius manages the use of technical secretaries and discussed possibility of hiring someone for administrative actions of the technical panels.
3. *proposed* that IPPC Secretariat and FC develop guidelines for countries to sponsor standards which are included in the approved work plan with high priority, ensuring that the priorities and criteria are fair and acceptable for all the IPPC member countries.

b. Opportunities arising (efforts and results)

- [18] The Secretariat presented a paper on arising opportunities, efforts and results of the resource mobilization strategy.
- [19] The IPPC Secretariat continues to seek additional resources by contacting current and potential resource partners. Since June, the IPPC Secretariat met again with the European Commission in Brussels to continue their regular discussions on the working relationship as well as to report on the trust funds currently supported (for country participation in the standard setting process and the IPPC Implementation Review and Support System - IRSS) by the European Union (EU). A particular highlight of this meeting was the EU's interest in having the Secretariat support activities conducted under the Better Training for Safer Food (BTSF) initiatives.
- [20] The Secretariat also welcomed the first segment of in-kind support from CABI for the National Reporting Obligations area in late summer. This project is intended to harmonize terminology used by both the IPPC and CABI Plantwise and build necessary links between online resources managed by both teams. The intent from the perspective of the Secretariat is to reduce the misuse of pest related data by ensuring that factual data is clearly defined and understandable.
- [21] As reported earlier, another significant event for future resource mobilization efforts was the meeting between the IPPC and CBD Secretariats, at which the CBD had announced that the IPPC is recognised as a biodiversity-related convention. This is particularly important as it qualifies the IPPC to be eligible to seek funds from the Global Environmental Facility.
- [22] The Secretariat has also developed an internal in-kind contributions "wish list". This list is intended to provide information from the various Secretariat core areas to be shared as goals for resource mobilization for the Secretariat staff.
- [23] The IPPC Secretariat presented FC financial and in-kind contributions that were received between January 2012 to June 2013 (divided by year), as demonstrated by the test page on the IPP, located at: <http://test.ippc.int/resource-mobilization>.
- [24] FC reiterated that routine meetings with donors are a means of cultivating donor-relationships and, by publicizing the information, other donors or countries might be encouraged to increase their financial assistance to the IPPC. FC suggested that the presence of a Bureau member alongside the Secretariat at these meetings helped to show that member countries were committed to the IPPC and its work.
- [25] The issue of funding the ePhyto project was also discussed and it was noted that IPPC will soon have more information on whether it is possible to charge for the service provided, through the consultant's report of the possibility of using a "cloud" or "hub" system.
- [26] The FC:
1. *suggested* that the IPPC continue to publicize their meetings with donors, and report back to donors when the money has been used, and how relevant it has been to them (to ensure funds the following year).
 2. *advised* that the IPPC be cautious with the collaboration with CABI regarding partially unreliable data. As long as the data being shared is official, the joint work with CABI could be beneficial for both sides.
 3. *advised* that the Secretariat should also provide the wish list on the IPP, allowing each country to mention their specific targeted needs and allow other countries to offer their services.

c. Review of the arrangement of funds currently available (including guidelines for IPPC multi-donor TF and criteria for the participation TF)

[27] The IPPC noted that the guidelines for the Multi-Donor trust funds have been redrafted, and made several suggestions for discussion. FC proposed several changes to the document. The IPPC requested suggestions from the FC on these revisions:

-funds were not previously envisaged to employ staff, but over time, they have been used for that purpose.

-proposal to change the 60 days advance notice requirement for presentation of the TF accounts to CPM to take into consideration the “13” accounting month of FAO

-proposal to change the first sentence of the Scope:

“The objective of the fund is to provide resources to further the implementation of the IPPC Strategic Framework, in particular by developing countries”

[28] The FC also discussed whether there should be a carryover of funds from one year to the next, to ensure that the IPPC was in a position to meet its financial commitments.

[29] The FC:

1. *advised* the IPPC Secretariat that an amount equivalent to 15% of the regular budget/programme should be carried over each year in the multidonor trust fund to ensure a sustainable reserve. This was suggested as a new guideline for point 4.7 C in the Financial guidelines.

2. *agreed* to make the necessary changes to the first statement in the Scope.

3. *revised* guidelines of the multi-donor trust fund for adoption at CPM9

d. Donor characterization and resource mobilization

[30] The Secretariat noted that the list of donors has remained similar for many years and has not expanded much. To improve this stagnant situation, the FAO ADAM (Agricultural Development Assistance Mapping) system (database) could be used to start looking for more external donors.

[31] The FC:

1. *suggested* that the IPPC start to request funding from environmental agencies. This would require that IPPC continue to “cultivate donors”, highlighting the respective focus (i.e. biodiversity with CBD and implementation of standards with FAO).

6.2 Monitoring and planning of the IPPC financial situation

a. Monitoring of financial situation in 2013 in standardized format

[32] IPPC Financial position for the first three quarters of the 2013 was presented to the FC. It was noted that this presentation is the initial effort for quarterly monitoring of the IPPC financial position.

[33] FC members were informed that as of 31 March 2013, IPPC had commitment on 45% of the available regular programme funds (USD 3,071,952) and spent 21% of the funds. The amount available for further commitment was 34% of the available budget (which is subject to CPM8 2013 adopted budget). IPPC multi-donor trust funds available at the end of the first quarter amounted to USD 930,752. IPPC had commitment on 17% and spent 10% of the funds. IPPC was instructed by AGP Budget officers to spend regular programme funds first and that the remaining 73% were to be used carefully. FC was informed that the total CPM8 cost was approximately USD 500,000.

[34] FC members were informed that as of 30 June 2013, IPPC had commitment on 56% of the available regular programme funds (USD 3,063,776) and spent 36%. The amount available for further commitment was 8% of the available budget (which is subject to CPM8 2013 adopted budget). IPPC multi-donor trust funds available at the end of the second quarter amounted to USD 960,941. IPPC had commitment on 11% of the funds in total and spent 20% of the funds. Remaining 69% are to be used carefully since the regular programme funds should be spent first, as advised by AGP Budget officers. New Zealand contributed USD 30,000 to the IPPC multi-donor trust fund in the second quarter.

[35] FC members were informed that as of 30 September 2013, IPPC had commitment on 27% of the available regular programme funds (USD 3,063,776) and spent 77%, which makes 4% deficit (USD 125,943). AGP Budget officers informed IPPC that the deficit should be covered by the remaining divisional funds at year end and that it should not exceed 10% of the available budget. IPPC multi-donor trust funds available at the end of the third quarter were USD 1,110,941. IPPC had commitment on 11% of the funds and spent 25% of the funds, leaving 73% available for further commitment. New Zealand contributed USD 50,000 and Republic of Korea contributed USD 100,000 to the IPPC multi-donor trust fund in the third quarter.

[36] The FC:

1. *proposed* that IPPC continues to use the same quarterly budgeting format and to use the standard format proposed in the June FC meeting when reporting to CPM. The latter will include a three year period overview.

b. Draft budget in 2014

[37] IPPC Coordinator reported that in developing the budget for 2014, the Secretariat proposed the spending estimates based on the 2013 FAO regular programme funding for operations and salaries. Total proposed FAO regular programme budget for 2014 is USD 3.116 million (2013 – USD 3.032 million). Secretariat plans to spend USD 1.312 million on operational activities (2013 - USD 1.468 million) and USD 1.804 million for personnel (2013 – USD 1.564 million).

[38] The FC:

1. *proposed* that Bureau members could be asked to represent the IPPC at meetings as a way to save money from the core budget.
2. *suggested* that countries should be made aware of activities which could be funded through the trust fund. They could also be asked to contribute to a wish list.
3. *noted* that the CPM-9 will only have 8 sessions for interpretation, and will thus save money on the extra 4 that were proposed for interpretation.

7. FC 2014 Work Programme

[39] The Secretariat presented page 18 of the previous FC June report and asked for suggestions and comments from the FC regarding progress or new programs for the future. It was proposed that the Secretariat could arrange a meeting with donors, or write letters and updates to keep them constantly informed and engaged in our activities.

[40] The FC:

1. *suggested* that it would be helpful to directly engage with selected donor country ambassadors through a joint outreach promotion strategy, which could be called Plant Health Day. Action plans for this outreach day can move forward via email correspondence with a view to the day being held during the following June FC meeting.

8. Discussions on agenda items for next meeting

[41] The FC:

1. *proposed* that the Secretariat add the IPPC outreach day to the next meeting agenda.

9. Other business

[42] There were no issues raised under “Other business”.

10. Next meeting (scheduling)

[43] The FC agreed that there is no need for a meeting in December. The December Bureau meeting will address any necessary FC issues and the following FC meeting will take place directly before CPM-9. The FC agreed to coordinate the date of this meeting.

APPENDIX 1 - Agenda

Commission on Phytosanitary Measures

Financial Committee Meeting

7 October 2013

FAO, Rome, Italy

*(Monday, Start time: 10:00, Building F, 3rd floor, F313)***AGENDA**

Agenda item	Document No	Presenter
1. Opening of the meeting		Yokoi
2. Adoption of the Agenda	IPPC-FC 2013/Oct_01	Fedchock
3. Housekeeping		
<ul style="list-style-type: none"> • Documents list • Participants list • Local information 	IPPC-FC 2013/Oct_02 IPPC-FC 2013/Oct_03 IPPC-FC 2013/Oct_04	Fedchock
4. Report of last meeting		
	IPPC FC Report (June 2013) available on IPP: https://www.ippc.int/system/files/documents/20131001/reportfc2013june2013-06-13201310011457-179.25-kb.pdf	Fedchock
5. New and emerging issues		
1) FAO reform and its implication - ADG	<i>[Orally]</i>	Yokoi
2) Others	<i>[Orally]</i>	Fedchock
6. FC 2013 Work Programme		
1) Resource mobilization		
a. Review of implementation plan	IPPC-FC 2013/Oct_05	Yokoi
b. Opportunities arising (efforts and results)	IPPC-FC 2013/Oct_06	Fedchock
c. Review of the arrangement of funds currently available (including guidelines for IPPC multi-donor TF and criteria for the participation TF)	IPPC-FC 2013/Oct_07	Fedchock
d. Donor characterization and resource mobilization	IPPC-FC 2013/Oct_08	Fedchock
2) Monitoring and planning for the IPPC finance		
a. Monitoring of financial situation in 2013 in standardized format	IPPC-FC 2013/Oct_09	Fedchock
b. Draft budget in 2014	IPPC-FC 2013/Oct_10	Fedchock
7. FC 2014 Work Programme	<i>[Orally]</i>	Yim/Yokoi
8. Discussions on agenda items for next meeting		
9. Other business		
10. Next meeting (scheduling)		

APPENDIX 2 – Documents list**COMMISSION ON PHYTOSANITARY MEASURES****FINANCIAL COMMITTEE MEETING****DOCUMENTS LIST***(Updated:regularly)*

DOCUMENT NO.	AGENDA NO.	DOCUMENT TITLE	POSTED
--	04	Report of IPPC Financial Committee (April 2013)	30.09.2013.
IPPC-FC 2013/Oct_01	02	Draft Agenda	02.10.2013.
IPPC-FC 2013/Oct_02	03	Documents list	02.10.2013.
IPPC-FC 2013/Oct_03	03	Participants list	02.10.2013.
IPPC-FC 2013/Oct_04	03	Local information	02.10.2013.
IPPC-FC 2013/Oct_05	06.01.a	Review of implementation plan	02.10.2013.
IPPC-FC 2013/Oct_06	06.01.b	Opportunities arising (efforts and results)	02.10.2013.
IPPC-FC 2013/Oct_07	06.01.c	Review of the arrangement of funds currently available	02.10.2013.
IPPC-FC 2013/Oct_08	06.01.d	Donor characterization and resource mobilization	02.10.2013.
IPPC-FC 2013/Oct_09	06.02.a	Monitoring of financial situation in 2013	02.10.2013.
IPPC-FC 2013/Oct_10	06.02.b	Draft budget in 2014	02.10.2013.

APPENDIX 3 – Participants list**COMMISSION ON PHYTOSANITARY MEASURES****FINANCIAL COMMITTEE MEETING****PARTICIPANTS LIST***(Updated: 4 October 2013)*

	Role / Region	Name, mailing, address, telephone	Email address	Membership Confirmed	Term expires
✓	Chair / Asia	Ms Kyu-Ock YIM 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	koyim@korea.kr	1 st term	2014
✓	Member / Europe	Mr Steve ASHBY Food and Environment Research Agency, (FERA), DEFRA Plant Health Policy Programme - Sand Hutton - York YO41 1LZ United Kingdom Tel.: (+44) 0 1904 465633	Steve.Ashby@fera.gsi.gov.uk	1 st term	2014
✓	Member / Africa	Mr Lucien Konan KOUAMÉ Directeur de la Protection des Végétaux, du Contrôle et de la Qualité Point de contact de la CIPV Ministère de l'agriculture B.P. V. 94 (Immeuble Caisse de Stabilisation) Abidjan Côte d'Ivoire Tel.: (+225) 20 222260 Fax: (+225) 20 212032	L_Kouame@yahoo.fr	1 st term	2014

✓	Member / Europe	Mr Ralf LOPIAN Senior Adviser International Affairs Department of Food and Health Ministry of Agriculture and Forestry Mariankatu 23 A, PO Box 30, Helsinki Finland Tel.: (+358) 9 16052449 Fax: (+358) 9 16052443	Ralf.Lopian@mmm.fi	1 st term	2014
✓	IPPC Secretariat	Mr Yukio YOKOI Secretary to the IPPC	Yukoi.Yokoi@fao.org	N/A	N/A
✓	IPPC Secretariat	Mr Craig FEDCHOCK IPPC Coordinator	Craig.Fedchock@fao.org	N/A	N/A
✓	IPPC Secretariat	Mr Marko BENOVIC Finance and Planning Associate	Marko.Benovic@fao.org	N/A	N/A
✓	IPPC Secretariat	Ms Francesca CROZIER-FITZGERALD Communications and Planning associate / Report writer	Francesca.CrozierFitzgerald@fao.org	N/A	N/A

APPENDIX 4 – Action points

Commission on Phytosanitary Measures

Financial Committee Meeting

7 October 2013
FAO, Rome, Italy

Action Points

ACTION	Responsible	Deadline
1. ISPM 15: - Letter to ministers - Reimbursement letter - News about registration/renewal on IPPC Website	IPPC Secretariat	30 November 2013
2. Finalize brochure to Donor groups	IPPC Secretariat, Financial committee	2014
3. Plan resource mobilization outreach event - inviting the potential donor countries (e.g. high officials, ambassadors)	IPPC Secretariat, Financial committee	2014
4. Expand wish list for in-kind contributions should be expanded to all types of contributions and be more specific	IPPC Secretariat	Next FC
5. Plan to be present at CFS/ WFD events 2014 with no big efforts (side event presentation/poster/publication distribution)	IPPC Secretariat	October 2014
6. Update guidelines for IPPC Trust fund	IPPC Secretariat	Next FC
7. Develop action plan for the implementation of Resource Mobilization strategy	IPPC Secretariat, Financial committee	Next FC
8. Update Opportunities arising document	IPPC Secretariat	Next FC
9. Develop guidelines for sponsorship of standards	IPPC Secretariat, Financial committee	Next FC