



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention

MAR  
2024

ENG

CAPACITY DEVELOPMENT

# Guide to participating in the Commission on Phytosanitary Measures of the International Plant Protection Convention







# **Guide to participating in the Commission on Phytosanitary Measures of the International Plant Protection Convention**

**Required citation:**

**IPPC Secretariat.** 2024. *Guide to participating in the Commission on Phytosanitary Measures of the International Plant Protection Convention*. Rome, FAO on behalf of the Secretariat of the International Plant Protection Convention. <https://doi.org/10.4060/cd0310en>

The designations employed and the presentation of material in this information product do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations (FAO) concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific companies or products of manufacturers, whether or not these have been patented, does not imply that these have been endorsed or recommended by FAO in preference to others of a similar nature that are not mentioned.

The views expressed in this information product are those of the author(s) and do not necessarily reflect the views or policies of FAO.

ISBN 978-92-5-138690-3

© FAO, 2024



Some rights reserved. This work is made available under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 IGO licence (CC BY-NC-SA 3.0 IGO; <https://creativecommons.org/licenses/by-nc-sa/3.0/igo/legalcode>).

Under the terms of this licence, this work may be copied, redistributed and adapted for non-commercial purposes, provided that the work is appropriately cited. In any use of this work, there should be no suggestion that FAO endorses any specific organization, products or services. The use of the FAO logo is not permitted. If the work is adapted, then it must be licensed under the same or equivalent Creative Commons licence. If a translation of this work is created, it must include the following disclaimer along with the required citation: “This translation was not created by the Food and Agriculture Organization of the United Nations (FAO). FAO is not responsible for the content or accuracy of this translation. The original English edition shall be the authoritative edition.”

Disputes arising under the licence that cannot be settled amicably will be resolved by mediation and arbitration as described in Article 8 of the licence except as otherwise provided herein. The applicable mediation rules will be the mediation rules of the World Intellectual Property Organization <https://www.wipo.int/amc/en/mediation/rules> and any arbitration will be conducted in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL).

**Third-party materials.** Users wishing to reuse material from this work that is attributed to a third party, such as tables, figures or images, are responsible for determining whether permission is needed for that reuse and for obtaining permission from the copyright holder. The risk of claims resulting from infringement of any third-party-owned component in the work rests solely with the user.

**Sales, rights and licensing.** FAO information products are available on the FAO website (<https://www.fao.org/publications>) and can be purchased through [publications-sales@fao.org](mailto:publications-sales@fao.org). Requests for commercial use should be submitted via: <https://www.fao.org/contact-us/licence-request>. Queries regarding rights and licensing should be submitted to: [copyright@fao.org](mailto:copyright@fao.org).

Text in this document is not an official legal interpretation of the International Plant Protection Convention (IPPC) or its related documents, and is produced for public information only. To translate this material please contact [ippc@fao.org](mailto:ippc@fao.org) for information about a co-publishing agreement.

**Publication history**

2024-04 Version 1.0 Published to support implementation of the International Plant Protection Convention. Replaces *Manual of good practices for participating in the International Plant Protection Convention Commission on Phytosanitary Measures meetings* (2015).

# Abstract

This guide is intended to provide easy-to-understand information for participants in meetings of the Commission on Phytosanitary Measures (CPM). It includes an overview of the International Plant Protection Convention and the current governance structures. The guide explains the central role of CPM meetings, including who may attend CPM meetings and how the meetings are structured. It also emphasizes the importance of preparing to attend CPM meetings, participating effectively in CPM meetings and following up on the outcomes of CPM meetings. The guide takes the readers, step by step, through the process of preparing for a CPM meeting and offers best practices and tips to support effective participation in the meeting and follow-up after the meeting.



# Contents

Abstract .....	iii
Acknowledgements .....	vi
Abbreviations .....	vii
About this guide .....	viii
<b>Section I: Introduction to the International Plant Protection Convention and its governance .....</b>	<b>1</b>
International Plant Protection Convention .....	3
Governance of the International Plant Protection Convention .....	5
<b>Section II: Participating in meetings of the Commission on Phytosanitary Measures .....</b>	<b>7</b>
Who may attend CPM meetings? .....	9
How do CPM meetings operate and how are they structured? .....	10
Best practices for CPM Engagement .....	12
<b>Stage 1: Preparing to participate in a CPM meeting .....</b>	<b>14</b>
Step 1: Selecting delegates to attend the CPM meeting .....	14
Step 2: Registering for the CPM meeting and obtaining credentials .....	15
Step 3: Travel and logistics .....	16
Step 4: Reviewing the agenda and other CPM documents .....	18
Step 5: Consulting with national and regional stakeholders .....	18
Step 6: Strategizing in preparation for the CPM meeting .....	20
Step 7: Arranging meetings on the margins of the CPM meeting .....	21
<b>Stage 2: Participating in the CPM meeting .....</b>	<b>22</b>
Step 1: Orientation to FAO headquarters .....	22
Step 2: Optimizing your participation in the CPM meeting .....	22
Step 3: When and how to make interventions .....	23
Step 4: Participating in Friends of the Chair meetings .....	25
Step 5: Preparing the draft CPM report .....	26
Step 6: Reviewing the draft CPM report .....	27
Step 7: Adoption of the CPM report .....	27
<b>Stage 3: Follow-up and disseminating the results of the CPM meeting .....</b>	<b>28</b>
Step 1: Sharing the outcomes from the CPM meeting .....	28
Step 2: Following up on CPM commitments .....	28
Step 3: Remaining up-to-date on IPPC activities .....	28
Step 4: Planning for future CPM meetings .....	28
<b>Bibliography, definitions and appendices .....</b>	<b>31</b>
Bibliography .....	33
Definitions .....	34
Appendix 1: Checklist for CPM participants .....	36
Appendix 2: Sample credentials issued by a Minister of Foreign Affairs .....	37



## Acknowledgements

*The Guide to participating in the Commission on Phytosanitary Measures of the International Plant Protection Convention* was created under the auspices of the Secretariat of the International Plant Protection Convention (IPPC) as a component of the *Strategic Framework for the IPPC (2020–2030) – Protecting global plant resources and facilitating safe trade*. It was developed by members of the IPPC Implementation and Capacity Development Committee, under the coordination of the IPPC Secretariat.



# Abbreviations

<b>CPM</b>	Commission on Phytosanitary Measures
<b>CRP</b>	conference room paper
<b>FAO</b>	Food and Agriculture Organization of the United Nations
<b>FC</b>	Financial Committee
<b>FOC</b>	Friends of the Chair
<b>IC</b>	Implementation and Capacity Development Committee
<b>INF</b>	information paper
<b>IPP</b>	International Phytosanitary Portal
<b>IPPC</b>	International Plant Protection Convention
<b>ISPM</b>	International Standard for Phytosanitary Measures
<b>NPPO</b>	national plant protection organization
<b>REV</b>	revision
<b>RPPO</b>	regional plant protection organization
<b>SC</b>	Standards Committee
<b>SPG</b>	Strategic Planning Group
<b>SPS Agreement</b>	Agreement on the Application of Sanitary and Phytosanitary Measures (an agreement of the World Trade Organization)
<b>TC-RPPO</b>	Technical Consultation among Regional Plant Protection Organizations

# About this guide

This guide is based on material originally produced by the Inter-American Institute for Cooperation on Agriculture (IICA, 2009;<sup>1</sup> IPPC, 2015<sup>2</sup>). It is provided to support participants attending a meeting of the Commission on Phytosanitary Measures (CPM) and is aimed primarily at individuals who will be attending a CPM meeting for the first or second time and those unfamiliar with the provisions of the International Plant Protection Convention (IPPC) and its governance. The guide also provides tips that may be helpful to all CPM participants.

## Learning objectives:

This guide should help readers:

- ◆ understand the governance structures that are in place to support the implementation of the IPPC;
- ◆ be aware of the yearly cycle of events and activities culminating in the annual meeting of the CPM;
- ◆ understand who may attend CPM meetings and the role of members of the CPM and observers;
- ◆ understand the importance of preparing to participate in a CPM meeting and know where to find the necessary information;
- ◆ understand the objectives of a CPM meeting;
- ◆ know how a CPM meeting is structured and what to expect as a participant in a CPM meeting;
- ◆ understand the key rules of procedure for participating in a CPM meeting and know how to make effective interventions; and
- ◆ understand the importance of following up on key outcomes from a CPM meeting after returning home.

Understanding all procedures and recommendations can be daunting to new meeting participants and therefore the guide has been designed to be as simple and instructive as possible. The following icons will help readers focus on essential information.

### Growing your knowledge

*Discover insights on how to further your understanding*



### Act on this!

*Consider activities that will enhance your participation in CPM meetings*



This guide may be downloaded to your computer or tablet or opened online. It includes embedded links that will open the appropriate web page if your computer is connected to the internet. The Bibliography section provides a list of relevant online resources for further reading.

The guide includes tips, tools and interactive elements that CPM participants may find helpful not only as they prepare to attend CPM but also while they are at CPM and after they return home from CPM.

**Users of the guide are encouraged to provide feedback to help improve future editions of this and other training materials.<sup>3</sup>**

<sup>1</sup> IICA (Inter-American Institute for Cooperation on Agriculture). 2009. Handbook of good practices for participation in meetings of the International Plant Protection Convention. San José, Costa Rica, IICA. ii + 69 pp.

<sup>2</sup> IPPC Secretariat. 2015. *Manual of good practices for participating in the International Plant Protection Convention Commission on Phytosanitary Measures meeting*. IPPC Secretariat. Rome, FAO.

<sup>3</sup> Send email to [ippc@fao.org](mailto:ippc@fao.org)

SECTION I.  
**Introduction to the International Plant  
Protection Convention and its governance**





# International Plant Protection Convention

The International Plant Protection Convention (IPPC) is the global international treaty relating to plant health. The purpose of the IPPC is to secure common and effective action to **prevent the spread and introduction of plant pests** and to **facilitate safe trade**.

The IPPC provides several mechanisms for fostering cooperation among its contracting parties. These include:

- ◆ developing International Standards for Phytosanitary Measures (ISPMs);
- ◆ supporting the exchange of plant-health information;
- ◆ developing phytosanitary capacity to facilitate implementation of the IPPC, ISPMs and Commission on Phytosanitary Measures (CPM) Recommendations; and
- ◆ providing legal and policy guidelines.

The IPPC states that each contracting party shall make provisions, to the best of its ability, for an official **national plant protection organization** (NPPO) and it specifies the main responsibilities of an NPPO. The IPPC also specifies the types of information that countries are required to report to other contracting parties and the IPPC Secretariat and lists other obligations.

Contracting parties are also required to designate an official IPPC contact point who has the necessary authority to fulfil the functions of the contact point as determined within the framework of the IPPC. The **IPPC contact points** are used for all information exchanged under the IPPC between contracting parties and between the IPPC Secretariat and contracting parties.

In addition to contracting parties, NPPOs and IPPC contact points, the IPPC identifies the following bodies as having a role to play in achieving the objectives of the IPPC:

- ◆ the CPM;
- ◆ the secretary of the CPM (“the secretary”); and

- ◆ regional plant protection organizations (RPPOs).

The implementation of the IPPC is governed by the **Commission on Phytosanitary Measures**, which serves as the governing body of the IPPC while also being a statutory body of the Food and Agriculture Organization of the United Nations (FAO).<sup>4</sup> The CPM identifies actions to prevent the spread of pests into new areas, develops and adopts international plant-health standards and recommendations to harmonize international trade, and assists countries in the implementation of those standards and recommendations and the IPPC.

The CPM normally meets every year in March or April at FAO headquarters to promote cooperation between contracting parties and with relevant stakeholders to help achieve the IPPC strategic objectives. Membership of the CPM is open to all contracting parties. **More information about the purpose and functioning of the CPM is provided throughout this guide.**

## Growing your knowledge about the IPPC and CPM



The **IPPC Procedure Manual for Governance (2024)** combines the key procedures and practices of the Commission on Phytosanitary Measures (CPM) of the International Plant Protection Convention (IPPC) within a single document. This is a key source of information for those wishing to find more detail about IPPC governance, partnership frameworks, funding and resources.

<sup>4</sup> FAO governing and statutory bodies: <https://www.fao.org/unfao/govbodies/gsb-subject-matter/gsb-plantprod/detail/en/c/247/>

The **secretary of the CPM** is appointed by the FAO director-general and is responsible for implementing the policies and activities of the CPM and reporting on this work to the CPM. The secretary is supported by **IPPC Secretariat** staff who coordinate the IPPC work programme and support its governance structure through coordinated implementation of a multilevel strategy, taking into consideration the following:

- ◆ **IPPC Strategic Framework;**
- ◆ **IPPC Resource Mobilization Strategy;**
- ◆ **IPPC Communications Strategy;** and
- ◆ **Framework for Standards and Implementation.**

A **regional plant protection organization** is an intergovernmental organization that functions as a coordinating body for contracting parties on a regional level. Not all contracting parties to the IPPC are members of RPPOs and not all members of RPPOs are contracting parties to the IPPC. Moreover, certain

contracting parties to the IPPC belong to more than one RPPO. Some regions have a single RPPO and other regions, such as Latin America, have multiple RPPOs. Each RPPO has its own programme and activities.

#### Growing your knowledge about the International Plant Protection Convention



The International Plant Protection Convention (IPPC) was first adopted in 1951 and came into force in 1952. The current text of the IPPC dates back to 1997 and aligns with the Agreement on the Application of Sanitary and Phytosanitary Measures (the SPS Agreement) of the World Trade Organization. As of 2023, there were 185 signatories, or “contracting parties”, to the IPPC.<sup>5</sup>

**IPPC vision:** The spread of plant pests is minimized and their impacts within countries are effectively managed.

**IPPC mission:** Protect global plant resources and facilitate safe trade.

Read the full **IPPC text**.

<sup>5</sup> FAO treaties database: <https://www.fao.org/treaties/results/details/en/c/TRE-000013/>

# Governance of the International Plant Protection Convention

As discussed in the previous section, the CPM is the governing body of the IPPC and its membership includes all contracting parties to the IPPC. The CPM is supported by several CPM subsidiary and oversight bodies (Figure 1).

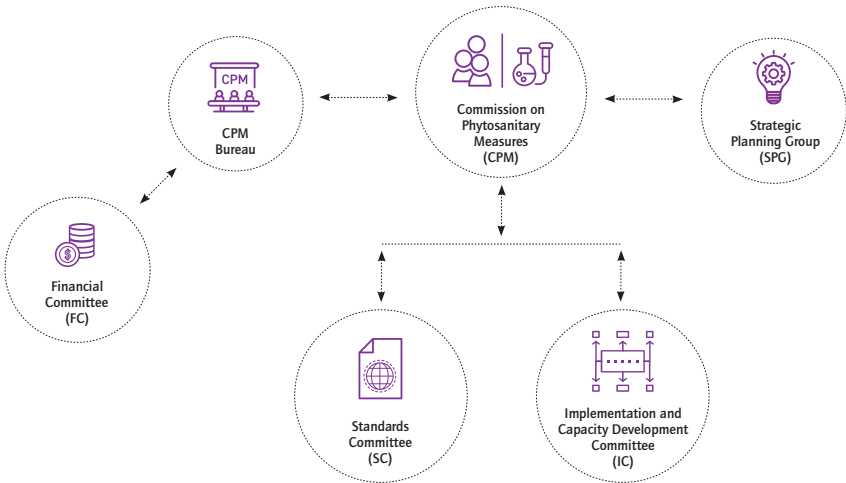
The **CPM Bureau** is the executive body of the CPM. It is composed of seven members, each of whom represent one FAO region. It provides guidance to the CPM on strategic direction, cooperation, and financial and operational management, and also monitors and assesses the progress of the IPPC work programme in relation to CPM decisions and to the IPPC Strategic Framework.

The **Financial Committee (FC)** may include some or all members of the CPM Bureau. It provides advice on financial matters and resource-mobilization issues to the CPM Bureau and the IPPC Secretariat.

The **Standards Committee (SC)** is composed of 25 members, drawn from all of the FAO regions. The distribution for each FAO region is as follows: Africa (four members); Asia (four members); Europe (four members); Latin America and the Caribbean (four members); Near East (four members); North America (two members); and Southwest Pacific (three members). A representative of the Implementation and Capacity Development Committee may also participate. A contracting party to the IPPC or any RPPO may request to send observers to attend an SC meeting. The primary role of this committee is to oversee the IPPC standard setting process.

The **Implementation and Capacity Development Committee (IC)** is composed of 14 members: one representative per each FAO region, five experts, one RPPO representative and one SC representative.

Figure 1: IPPC governance structure



Note: IPPC, International Plant Protection Convention.  
 Source: Author’s own elaboration.

It develops, monitors and oversees an integrated programme to support the implementation of the IPPC, international standards and CPM Recommendations and to strengthen the phytosanitary capacity of contracting parties.

The **Strategic Planning Group (SPG)** is an informal working group that provides strategic input to the CPM on the planning and prioritization of various elements of the IPPC work programme, including the annual CPM meeting. The SPG generally meets once a year, typically in October, at the FAO headquarters in Rome, Italy. The meetings are open to all interested contracting parties and RPPOs. The group is composed of the CPM Bureau members, the SC chairperson, the IC chairperson, RPPO representatives and other interested persons representing contracting parties. Such interested persons with a specific interest in contributing to the strategic work of the SPG can indicate their intent to participate in a meeting of the SPG no less than 45 days before the beginning of the meeting.

#### Act on this!



Each contracting party is represented by regional representatives in the CPM Bureau, the Standards Committee and the Implementation and Capacity Development Committee. It is important to remember that you may consult with any of these individuals as you prepare to attend the CPM meeting.

Various IPPC focus groups, technical panels, working groups and task forces may be established by the CPM or its subsidiary bodies. These groups are composed of professionals and internationally recognized subject-matter experts who agree to lend their expertise to contribute to topics that advance the IPPC mission.





## SECTION II.

# Participating in meetings of the Commission on Phytosanitary Measures

*Meetings of the CPM provide a global forum for adopting international standards and recommendations and assisting countries in the implementation of those standards, the recommendations and the IPPC itself. Discussing key phytosanitary issues, and taking decisions on strategic planning and the CPM work programme, are other common activities that take place during the CPM meeting.*

*Active and effective participation in the annual CPM meetings is crucial for all contracting parties, as this is the best way to ensure that national plant-health interests are considered when decisions are made and when ISPMs and recommendations are adopted.*



## Who may attend CPM meetings?

Attendance at CPM meetings is by invitation of the FAO director-general. Members of the CPM and organizations that have been granted observer status by the FAO director-general may attend CPM meetings.

Membership of the CPM is restricted to contracting parties to the IPPC – all contracting parties are members of the CPM, whether present at the CPM meetings or not. Each contracting party may designate one representative or head of delegation to participate in the meeting. This person may be accompanied by one or more alternates, experts and advisers. An alternate, expert or adviser does not have the right to vote except when substituting for the head of delegation.

The IPPC recognizes the value of constructive, proactive interactions with other organizations to achieve common goals. Consequently, the IPPC Secretariat cooperates with many organizations, including United Nations organizations, intergovernmental organizations, non-governmental international organizations, industry representatives, academia and researchers. These partners may be invited to participate as observers in CPM meetings and to submit a report to be presented to the CPM meeting as an information paper (see [step 4 of stage 1](#)). A list of the current partners of the IPPC Secretariat may be found here: <https://www.ippc.int/en/ippc-community/partners/>.

Observers to CPM meetings do not have the right to vote. However, they may participate in CPM discussions, subject to the approval of the CPM chairperson. They may download copies of all the CPM documents posted on the IPPC website – the [International Phytosanitary Portal \(IPP\)](#) – and they may circulate the views of the organization or country which they represent on particular items of the agenda.

### Observers to CPM meetings may include representatives from:

- ✓ observer countries (FAO member countries that are not contracting parties);
- ✓ regional plant protection organizations;
- ✓ United Nations organizations;
- ✓ intergovernmental organizations; or
- ✓ non-state actors, which may be:
  - academia and research organizations,
  - private-sector organizations, or
  - civil-society organizations.

The FAO director-general may invite organizations to attend CPM meetings at the request of the CPM or the secretary, with appropriate justification. If an organization has been granted observer status at a previous CPM meeting, it is assumed they will be granted the same status at each consecutive meeting.



## How do CPM meetings operate and how are they structured?

Meetings of the CPM are chaired by the CPM chairperson, who is also the chairperson of the CPM Bureau. In the absence of the CPM chairperson, a vice-chairperson will take over this role. The role of CPM chairperson and vice-chairperson rotates among the seven FAO regions with a weighted rotation frequency that takes into account the number of contracting parties in each region. Some of the key responsibilities of the chairperson include opening and closing each plenary meeting, directing the discussions in plenary meetings, ensuring observance of the rules of procedure, according the right to speak, putting questions, announcing decisions and controlling the proceedings.

During the plenary session, simultaneous interpretation is available in all official FAO languages (Arabic, Chinese, English, French, Russian and Spanish). Participants making interventions (speaking to the floor) during a plenary session should do so in the official FAO language that they are most comfortable with, as this will make it easier to express the ideas they wish to convey. Interventions should be clear, unhurried and expressed in simple language to facilitate interpretation or translation into other languages.

The draft agenda for each year's CPM meeting is developed jointly by the CPM Bureau and IPPC Secretariat and is usually presented to and discussed by participants in the SPG meeting, which usually takes place in October. It is therefore important to raise any ideas for side sessions or a scientific session with your regional CPM Bureau representative before the SPG meeting, particularly if you are unable to attend the SPG meeting. The CPM Bureau generally approves the provisional agenda during their post-SPG meeting.

The provisional agenda is normally circulated to all members of the CPM and to all observers invited to participate in the CPM meeting at least two months in advance of the meeting. The agendas and reports from previous CPM meetings may be found here: <https://www.ippc.int/en/commission/cpm/cpm-sessions/>.

The first item on the provisional agenda after the opening of the meeting and the keynote addresses is the adoption of the agenda. However, the CPM may still amend the agenda after it has been adopted provided that a two-thirds majority of the members of the CPM agree.

The next item on the agenda is for the CPM to elect one or two rapporteurs for the meeting. The main functions of the rapporteurs are to ensure that the draft report prepared by the IPPC Secretariat is an accurate record of the discussions and decisions of the meeting and to assist the secretariat in reviewing and finalizing the draft meeting report to be presented to the CPM for adoption. Additional information about the role of the rapporteurs is provided later in this guide (see [step 5 of stage 2](#)).



The next agenda items include reports from the CPM chairperson, the IPPC Secretariat, the SPG and the CPM subsidiary bodies (SC and IC).

One of the main functions of the CPM meeting is to adopt ISPMs. These international standards complement the IPPC and are intended to promote sustainable agriculture and enhance global food security, protect the environment, forests and biodiversity, and facilitate economic and trade development. The [IPPC Procedural Manual for Standard Setting](#) provides a detailed explanation of the steps involved in developing or revising an ISPM from the time when a new topic is added to the workplan to the time of its adoption by the CPM.

The CPM also adopts CPM Recommendations, establishes the terms of reference and membership for subsidiary bodies (SC and IC), focus groups and task forces, reviews the implementation of the IPPC Strategic Framework, discusses emerging topics, and makes decisions on other issues of global phytosanitary interest. In addition, the CPM approves the IPPC Secretariat's financial report, workplan and budget.

The CPM makes every effort to reach agreement on all matters by consensus. If all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as the last resort, be taken by a two-thirds majority of the members of the CPM present and voting. Such voting is conducted through electronic means from each eligible delegate's desk.



The agenda also provides an opportunity for a report from the Technical Consultation among Regional Plant Protection Organizations (TC-RPPO) and an update on external cooperation, including written reports from international organizations.

The last day of the CPM meeting is usually devoted to reviewing and adopting the meeting report (see [step 6](#) and [step 7 of stage 2](#) for additional information).

# Best practices for CPM engagement

It is important to recognize that CPM engagement begins before you leave your home location to attend the CPM meeting and continues after you return. In fact, the CPM meeting is the culmination of an annual cycle of meetings and events that are intended to improve international cooperation on phytosanitary matters (Figure 2). Engaging in the following activities provides a deeper understanding of key topics and issues of interest to the global phytosanitary community and will help to build liaisons between countries that share similar phytosanitary concerns:

- ◆ contributing comments during the annual consultation period for draft ISPMs, recommendations and implementation materials;
- ◆ attending regional workshops;
- ◆ attending the SPG meeting or reading the SPG reports;
- ◆ organizing and participating in national and regional pre-CPM coordination meetings; and
- ◆ reading the reports from meetings of the subsidiary bodies and the TC-RPPO.

The remainder of this guide offers practical information and tips to help contracting parties participate effectively in CPM meetings and suggests key activities to be completed before, during and after CPM attendance. The information is organized following the three main stages of the CPM-engagement process: preparation, attendance and follow-up. Each stage includes specific steps to guide participants on how they can best engage in the CPM meeting. **A checklist covering these steps is provided as Appendix 1.**

## Stage 1. Preparing to participate in a CPM meeting

The **preparation stage** explores how to select delegates to attend the meeting, plan travel, review documents, develop national and regional positions and strategies, and arrange meetings on the margins of the CPM meeting.

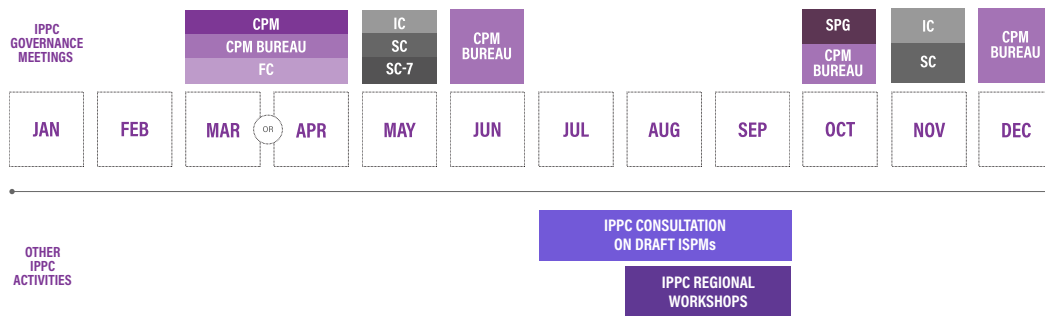
## Stage 2. Participating in the CPM meeting

The **participation stage** explains how to connect with other delegations, make interventions, review the draft report and optimize your participation in the CPM meeting.

## Stage 3. Following up after the CPM meeting

The **follow-up stage** expands on the importance of reviewing outcomes, sharing information and preparing for the following year's CPM meeting.

**Figure 2: Example of a calendar of annual IPPC meetings and events, including the CPM meeting**



Notes: The dates of the events vary from year to year.

CPM, Commission on Phytosanitary Measures; FC, Financial Committee; IC, Implementation and Capacity Development Committee; IPPC, International Plant Protection Convention; ISPM, International Standard for Phytosanitary Measures; SC, Standards Committee; SC-7, Standards Committee Working Group; SPG, Strategic Planning Group.

Source: Author’s own elaboration.

# Stage 1.

## Preparing to participate in a CPM meeting

Stage 1 includes the following steps:

1. selecting delegates to attend the CPM meeting;
2. registering for the CPM meeting and obtaining credentials;
3. arranging travel and logistics;
4. reviewing the agenda and other CPM documents;
5. consulting with national and regional stakeholders;
6. strategizing in preparation for the CPM meeting; and
7. arranging meetings on the margins of the CPM meeting.

### Step 1: Selecting delegates to attend the CPM meeting

#### Who should attend?

It is important that the delegates attending the CPM meeting have the technical capacity to understand and contribute to the plant-protection issues to be discussed. Heads of NPPOs are encouraged to attend CPM meetings and should be involved in preparing national and regional positions before the CPM meeting.

The delegates must be fluent in at least one official FAO language so that they can understand the discussions during the CPM meeting and can make effective interventions. A good command of English may also facilitate participation in any non-plenary meetings that do not offer interpretation services (see [step 2 of stage 2](#) for the different types of meetings that may take place during the week of the CPM meeting).

#### Delegate

For the purposes of this guide, a “delegate” is a person (the head of a delegation, an alternate, an expert or an adviser) appointed by a contracting party to represent it at a CPM meeting.

Ideally, the head of the delegation should be the head of the NPPO. If that is not possible, then another NPPO officer may be selected as the head of the delegation. Although they may not be an expert on all of the technical matters under discussion, they should have appropriate decision-making powers, because they may be required to make decisions on matters arising during the meeting. The head of delegation should also have the authority to make interventions on behalf of their country during plenary sessions.

When possible, the delegation should also include competent technical advisers with expertise in the key topics under discussion. Although the ideal number of delegates may vary according to the topics under discussion, it may be advisable to send more than one delegate to the CPM meeting to ensure full participation not only in plenary sessions but also in meetings and activities held outside the plenary sessions.

One option is to establish a technical-support team at NPPO headquarters that may be consulted on a specific matter under discussion during the CPM meeting. However, the potential difficulty of consulting with headquarters, particularly if they are in significantly different time zones, highlights the importance of having adequate technical capacity, negotiating flexibility and decision-making authority among the members of the delegation.



### What is the strategy for small delegations?

Many contracting parties can only send one delegate to the CPM meeting. In such cases, adequate preparation before the meeting is essential to make sure that the delegate who attends is prepared to represent their contracting party. National and regional preparatory work before the meeting is extremely important, so that the delegate can obtain support from the delegates from other contracting parties in preparing and presenting positions.

Diplomatic representatives to the FAO based in Rome can provide direct support to delegates by facilitating meeting accreditation (securing credentials), logistics and participation in the meeting. Although most contracting parties have accredited diplomatic representatives in FAO, many diplomatic missions are limited in available staff and resources. It is therefore important to contact these representatives well in advance of the CPM meeting, advise them of your arrival, and ask for any support you may need.

### How can a contracting party communicate its positions if it cannot attend the CPM meeting?

In cases where a contracting party is unable to attend a CPM meeting, positions of the contracting party may be prepared in writing and shared with diplomatic representatives at FAO in Rome along with a request that they present the contracting party's positions during the CPM meeting. These representatives can then be accredited, participate in the meeting, and speak on the contracting party's behalf.

It is critical to establish contact with these officials as soon as you know that no one from your country will be able to attend the CPM meeting, so that you can work together to prepare for the meeting. It is also important to maintain a constant, open dialogue with your diplomatic representative to FAO, and ensure that the person identified to attend the meeting has the capacity to represent your country on key phytosanitary issues.

Most of the accredited FAO officials have many responsibilities and they may not be able to participate in all or any of the CPM meeting. In addition, they may not be well versed in plant health and the topics discussed during the CPM meeting. For these reasons, every effort should be taken to ensure that representatives of the NPPO are able to participate in CPM meetings.

## Step 2: Registering for the CPM meeting and obtaining credentials

### Verifying your contact information

It is important for participants to review and update the information about their NPPO, RPPO, country or partner organization on the IPP. Please ensure that contact details on the IPP are updated by December each year so that there are no delays in receiving the invitation to the CPM meeting and key communications from the IPPC Secretariat regarding the CPM meeting.

Contact details on the IPP are available via links on the following web pages:

- ◆ **IPPC contact points for countries:** <https://www.ippc.int/en/countries/all/contactpoints/>
- ◆ **regional plant protection organizations:** <https://www.ippc.int/en/ippc-community/regional-plant-protection-organizations/>
- ◆ **partner organizations:** <https://www.ippc.int/en/ippc-community/partners/>

### Registering for the CPM meeting

The invitation to attend the CPM meeting will be extended by the FAO director-general. The official invitation letters are usually sent in January through official FAO channels to heads of state and to a preapproved list of observers. The invitation will confirm the date of the meeting and include the provisional agenda. It will provide guidance on the procedures to follow to register and obtain credentials and will specify the timeframe within which contracting parties and observers must communicate the names of representatives and submit their credentials.

Both delegates and observers must register online in order to attend the CPM meeting. Online registration will be accessible through the password-protected area of the [FAO Members Gateway](#). Instructions for online registration can be downloaded from the gateway once the registration is open. The name, official title, address and email address of each participant must be provided. Online registration also requires a recent, passport-sized digital photograph to be uploaded.

Contracting parties and representatives from international organizations who are invited to attend the meeting as observers are requested to confirm their attendance by contacting the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) as soon as possible.

### Obtaining credentials for the CPM meeting

Contracting parties should submit the credentials of their representative or representatives, as well as the names of alternate representatives and advisers attending the CPM meeting, to the IPPC Secretariat at the following email address: [ippc@fao.org](mailto:ippc@fao.org).

The credentials should be issued either by the Head of State or Government, the Minister of Foreign Affairs or Minister of Agriculture or, in the case of a regional economic integration organization, by the competent authority of that organization. An example of credentials, issued by a Minister of Foreign Affairs, is provided in [Appendix 2](#).

Scanned copies of the original credentials are acceptable.

A Credentials Committee will be established during the CPM meeting to review the credentials along with a representative of the FAO Legal Office. The CPM will be presented with the Credentials Committee's report for approval.

In the majority of cases where credentials have not been considered valid, this is because they were not signed by a person with the appropriate authority as foreseen in the relevant FAO Council's decisions.

Credentials from contracting parties will be considered valid if they:

- ◆ bear the signature of, or are signed on behalf of, one of the following authorities: Head of State, Head of Government, Minister for Foreign Affairs, or Minister for the Department concerned; or
- ◆ are letters signed by an Ambassador, Chief of Mission or Chargé d'affaires, which contain a phrase confirming that they are acting upon instruction from their governments; or
- ◆ are "Ordres de Mission" if specific mention is made to the relevant session of the CPM,<sup>6</sup> and if they are signed by the Minister concerned; or
- ◆ are *notes verbale*.

**Please note that observers are not required to submit credentials.**

### Step 3: Travel and logistics Expenses and financial assistance to support attendance at the CPM meeting

The organization that employs a meeting participant is ordinarily responsible for funding the travel and daily subsistence allowance for that person to be able to participate in the CPM meeting. If the employer is unable to allocate sufficient funds, the participant is encouraged to seek assistance from other sources. In cases where the efforts to secure assistance have been unsuccessful, requests for assistance (for travel and subsistence costs) may be made to the IPPC Secretariat. It is important to note that resources are limited and the priority for financial assistance is given to developing-country participants.

Financial assistance will only be considered at the specific request of the national authority of the contracting party and after the national delegate has been formally nominated and has submitted credentials. Financial assistance will only be considered for one delegate per country, as designated by their government.

<sup>6</sup> The term "session" here refers to the CPM meeting.

The availability of IPPC funds is only able to support the attendance of a limited number of delegates. Because of the limited availability of funds and the increased demand from contracting parties from developing countries for support, funding is directed at securing a quorum for the meeting and ensuring a balanced regional geographical representation and by prioritizing support for members from least developed countries. Support for lower-middle-income countries will be considered based on the availability of funds.

Financial assistance, to cover the costs of travel and daily subsistence allowance or to cover the costs of travel alone, is prioritized by applying IPPC criteria to the World Bank classification by income. The criteria for funding posted on the IPP are updated annually. If financial support is provided, the traveller will receive an email from the IPPC Secretariat notifying them of the circumstances of their support, along with information specifying their responsibilities as a delegate and minimum CPM-attendance requirements.

Each contracting party and supported delegate is responsible for understanding the type of assistance that will be provided to them and their responsibilities before travel arrangements are made.

### Securing a visa and other travel documents

All meeting participants should check the passport, visa and health regulations pertaining to their visit well in advance of the CPM meeting and before travel arrangements are finalized. This can be done by contacting the Italian Consulate or by checking the International Air Transport Association website for international travel-document requirements. Participants with non-direct flights to Rome should check whether a transit visa is necessary to enter the transit area of international airports. All participants must ensure that their passports are valid for at least six months after the intended date of departure from the Schengen Area, which includes most European Union countries, as well as Iceland, Liechtenstein, Norway and Switzerland.

Participants from countries for which Italy requires a visa are responsible for securing their own visa. Visa applications should be submitted to the Italian Consulate at least one month before arrival in Italy. It is the responsibility of participants to request their visa applications personally, arrange for an appointment and present all the necessary documentation to the Italian Consulate. If requested by the delegate, the IPPC Secretariat can submit a request for a *note verbale* to facilitate the visa process. This should be done as early as possible and the traveller must provide the secretariat with complete passport details when they make this request.

Visas can be requested in the country of origin (country in which the participant holds citizenship) or in the country of residence (country in which the participant resides at the time of visa application). Participants who do not have an Italian Consulate in their country may apply at the Italian Consulate in a neighbouring country, or at any other consulate that belongs to a Schengen or European country.

Upon entering Italy, border authorities may require participants who do not require an entry visa to show evidence for the reason and the duration of their stay in Italy.

### Accommodation and local information

There are only a few hotels near FAO headquarters and Rome is a popular destination for travellers, so reserving a hotel for your stay should be arranged well in advance.

Remember that hotels will require credit-card details to confirm and hold your reservation. It is important to verify the hotel policies concerning reservations – many will allow cancellations as long as they are done sufficiently in advance.

Local information about Rome and FAO headquarters, including a list of some nearby hotels and tips on transportation to and from the airport and on using public transportation, may be found here: <https://www.ippc.int/en/publications/1034/>.

### What equipment and materials should participants bring to the CPM meeting?

Participants should download all the CPM working documents posted on the IPP before the CPM meeting. It is essential to consult the CPM meeting web page regularly, as new and revised papers may be added immediately before, and even during, the CPM meeting. **Please note that if you would like to have the documents in paper format you will need to print them and bring them with you to the CPM meeting, because copies will not be provided during the meeting.**

It is advisable that each delegation bring a laptop or tablet to the CPM meeting and that they have internet connectivity on these devices, so that they can download and read all the meeting documents, including new and revised documents that are posted just before the CPM meeting or during the meeting.

A mobile phone or tablet will also be needed to download and use the IPPC event application. This app will provide a portal for finding event information and connecting with other meeting participants. Additional information will be provided to registered participants before the CPM meeting.

### Step 4: Reviewing the agenda and other CPM documents

#### How to obtain copies of the agenda and other CPM documents

All official IPPC contact points and RPPOs will be notified by email when the meeting invitation, agenda and CPM documents are available on the IPP. Figure 3 shows a timeline of when these materials are available and highlights some other important deadlines. All documents requiring a decision by the CPM will be available in all official FAO languages (Arabic, Chinese, English, French, Russian and Spanish).

Delegates are responsible for reading all of the documents that will be presented as part of the CPM agenda, particularly those where the CPM will be asked to adopt an ISPM or take another type of decision. Reviewing the agenda can help delegates to prioritize those issues that have the most impact and interest for their country or region.

It is important to continue monitoring the IPP, because some documents may be posted later while others may be revised and then reposted on the IPP.

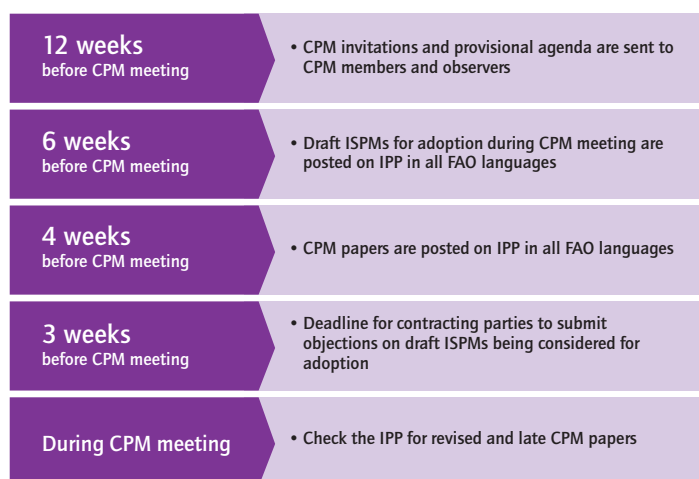
### Step 5: Consulting with national and regional stakeholders

National plant protection organizations are responsible for conducting the consultation process and preparing for meetings as the representatives of contracting parties. The following elements should be considered:

- ◆ **Coordinate document review and internal consultation.** When documents requiring consultation within the NPPO are identified, they should be sent to relevant NPPO units for their review and comment.
- ◆ **Consult with national stakeholders.** Certain issues on the CPM agenda may require consultation beyond the NPPO. Consultations with national stakeholders from the public and private sectors should be scheduled before attending the CPM meeting, as appropriate.
- ◆ **Consult with regional stakeholders.** Regional plant protection organizations may hold meetings to consider the CPM agenda and coordinate regional positions. National positions may be enriched and supplemented through regional consultation.

Consultation at the national and regional levels should be broad enough to include participation by key stakeholder groups. Ideally, the organizations and institutions that are consulted will have an interest and expertise relevant to the CPM agenda item, and the individuals providing feedback will have the authority to speak on behalf of their organization or institution.

Contracting-party positions are generally more powerful if they are supported by national or regional consultations, rather than expressing personal opinions.

**Figure 3: Timeline for key activities before a CPM meeting**

Notes: CPM, Commission on Phytosanitary Measures; IPP, International Phytosanitary Portal; ISPM, International Standard for Phytosanitary Measures; FAO, Food and Agriculture Organization of the United Nations.

Source: Author's own elaboration.

### Growing your knowledge about how CPM documents are organized and labelled



Three types of documents may be posted on the International Phytosanitary Portal (IPP) before the CPM meeting: decision documents, revised decision documents and information papers. Follow the link for the latest CPM meeting, either from the [CPM page](#) of the IPP or from the [IPP home page](#). The agenda for the CPM meeting references the paper numbers and relates them to a particular agenda item.

In **decision documents**, the CPM is invited to take a decision; for example, to adopt an International Standard for Phytosanitary Measures (ISPM), to acknowledge a report, or to take other actions. Decision documents are identified with the year of the CPM meeting and a document number (e.g. CPM 2023/19). If a decision document is revised before the CPM meeting, the **revised document** is identified by adding the abbreviation “REV” and a number indicating the revision number to the document number (e.g. CPM 2023/19/REV3). Revisions to the agenda, decision documents, information papers or other papers are produced as and when needed after the first version of the document has been made available to members (to correct errors, add information, etc.).

Decision documents are the most common kind of CPM document. They are provided in all official FAO languages (Arabic, Chinese, English, French, Spanish and Russian) a minimum of six weeks before the CPM meeting. It is essential to review all decision documents carefully, especially the draft ISPMs, because the CPM meeting is the last opportunity to change the final texts before they are adopted. Despite best efforts, there may be errors in the translated documents and this can lead to misunderstandings or incorrect application of the adopted documents. It is therefore advisable to also verify the wording in the original English document and make the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) aware of any significant discrepancies between the English and translated versions.

**Information papers** are identified by the abbreviation “INF”, which is inserted before the document number (e.g. CPM 2023/INF/25). Information papers do not contain decisions, but they provide background information or positions on a given activity or programme. In general, information papers prepared by the IPPC Secretariat are translated, but the documents provided by contracting parties, partners and other observers are generally posted in the language in which they were provided. Additional information on preparing information papers may be found in [step 6 of stage 1](#).

**Act on this!**

**Managing Relationships with Stakeholders – A guide to stakeholder relations for national plant protection organizations** provides information about the kinds of stakeholder relations that can be established and maintained by national plant protection organizations (NPPOs). The guide identifies the benefits and challenges associated with building strong and active stakeholder involvement in NPPO activities, including national coordination of international and regional activities and liaison with international stakeholders. The intention is to encourage the establishment and development of public–private partnerships and to promote coordination among non-phytosanitary, public-sector stakeholders.



## Step 6: Strategizing in preparation for the CPM meeting

### How does a contracting party submit an objection to a draft ISPM?

If a contracting party does not support the adoption of a particular draft ISPM, it may submit an objection to the secretary ([ippc@fao.org](mailto:ippc@fao.org)). Any objections must be submitted to the IPPC Secretariat by the official IPPC contact point no later than three weeks before the CPM meeting (Figure 3) and using the [Template for submitting objections to the adoption of ISPMs](#). Objections must be accompanied by a technical justification and constructive suggestions for improving the draft ISPM.

The following questions may be used to help determine whether an objection to a draft ISPM should be considered technically justified:

- ◆ Do parts of the draft ISPM conflict with the provisions of the IPPC?
- ◆ Are parts of the draft ISPM inconsistent with adopted ISPMs?
- ◆ Are there technical inaccuracies present in the draft ISPM?
- ◆ Is the objection supported by scientific justification or other technical evidence?
- ◆ Do parts of the draft ISPM conflict with technical provisions of other international agreements that are relevant to plant health?

The objection will be added to the CPM agenda and the CPM will decide on a way forward. Concerned contracting parties should make every effort to seek agreement on the draft ISPM before the CPM meeting.

It is important to note that, if no objections are submitted to the secretary by the deadline, then all contracting parties are considered to support the adoption of the draft ISPM and the CPM will be asked to adopt the ISPM without discussion.

**Act on this!**

Detailed information on the process for developing International Standards for Phytosanitary Measures (ISPMs), including how new topics are identified, how the ISPMs are drafted, and the steps involved in consultation, adoption and publication, is included in the [IPPC Procedure Manual for Standard Setting](#).



### How should a contracting party or an observer organization express their position in an information paper?

Contracting parties and observers to a CPM meeting may provide information papers to offer national or regional positions on the decision documents or to report on activities. Information papers are posted to the IPP so that all members may read them and prepare for the discussions.

If a contracting party or observer wants to present a position on a specific topic during the CPM meeting, they should prepare a paper in advance of the meeting in one of the official FAO languages. The paper should be a simple document without complex formatting (e.g. no headers or footers) and it should clearly identify the submitter and reference the relevant agenda-item number. The document should include a brief background, the proposal, and the reasons for the proposal.

It is best practice to submit this type of document to the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) a minimum of two weeks in advance of the CPM meeting so that other delegates have adequate time to read it before the CPM meeting. The document will be posted to the IPP as an information (INF) paper. In general, it will not be translated but will be posted in the language it is submitted.

#### Act on this!

It is important for prospective participants to review the **CPM rules of procedure** before travelling to the CPM meeting. These rules deal with such aspects as membership, officers, sessions, agendas and documents, voting procedures, and participation by observers.



### Step 7: Arranging meetings on the margins of the CPM meeting

#### Can meetings be arranged with other delegates?

The CPM meeting is an excellent opportunity to meet with other delegates. Such meetings can be scheduled before and after the plenary sessions. A variety of places in or around the Plenary Hall are suitable for these purposes. Please send a request to the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) for assistance in booking a meeting room.

It may also be possible to hold preliminary meetings on the Sunday before the CPM meeting. These meetings are often held among regions or established groups. The RPPOs may play an important coordinating role for these preliminary meetings. It is suggested that preparations for such meetings need to begin at least two months before the CPM meeting, recognizing the logistical arrangements required to have a meeting room available and security clearance for admission to FAO headquarters. It is therefore important to submit the request to the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) several months in advance.

## Stage 2.

# Participating in the CPM meeting

Stage 2 includes the following steps:

1. orientation to FAO headquarters;
2. optimizing participation in the CPM meeting;
3. when and how to make interventions;
4. participating in Friends of the Chair meetings;
5. preparing the draft CPM report;
6. reviewing the draft CPM report; and
7. adoption of the CPM report.

### Step 1: Orientation to FAO headquarters

When you arrive at FAO headquarters, please use the main entrance and pass through the metal detectors. On the first day of the meeting, you will need to go to the reception desk in the Visitor Centre and obtain a pass that identifies you as a participant in the CPM meeting and specifies the dates you will have access to the building. Participants are advised to arrive at the main entrance early on the first day as there are often lengthy queues to pass through security.

**Access to FAO headquarters is restricted to persons in possession of a valid building pass. You will need to present your passport or other identification to collect your building pass.**

Once you have received the FAO building pass, you will be able to enter and exit the building through the visitor gates without going to the reception desk. The building pass is valid for the duration of the meeting and must be worn at all times while inside the FAO headquarters. Each time you enter the building, you will have to show your pass to the security officer at the visitor entrance. For security reasons, it is recommended that participants remove their building pass when they leave the FAO building each day and only put it back on when they are ready to enter the building.

#### Act on this!



FAO headquarters consists of six interconnected buildings (A to F). The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A, above the main entrance to the headquarters. Several smaller meeting rooms are located in Buildings A, B, C and D. A two-story, glass-enclosed atrium interconnects Buildings A and B and may be the centre of some activities scheduled during the CPM meeting.

A map of FAO headquarters may be downloaded here: <https://www.fao.org/cofi/23959-0646869d942539d6fa794a3fd13842e57.pdf>

Information about public transportation to FAO headquarters, services available at FAO headquarters, Wi-Fi access and more may be found here: <https://www.ipcc.int/en/publications/1034/>

### Step 2: Optimizing your participation in the CPM meeting

#### How should delegates participate in different parts of the meeting?

The head of delegation or the alternate representative should attend all the plenary sessions of the CPM meeting. Contracting parties are expected to maintain a respectful attitude throughout the meeting, intervening only when granted permission to speak by the chairperson and using appropriate language.





There are several types of meetings that are held during the week, in addition to the plenary sessions. These typically include a CPM-orientation session, side sessions, science sessions, “Friends of the Chair” meetings, regional coordination meetings, and bilateral meetings. These other meetings are held either before or after the plenary sessions or during lunchtime. It is important to be aware that while interpretation into FAO languages is available in the plenary sessions, other meetings are often held only in English.

Participation in the CPM plenary sessions and other key meetings often involves being present for more than ten hours a day. Participating in the plenary sessions and all the other meetings held during the CPM meeting may be challenging, particularly for small delegations. It is therefore important to review the agenda carefully in order to identify all the high-priority sessions or meetings that you wish to attend. Scheduling will help delegations to assign different members to participate in particular sessions and to coordinate with other regional delegations, as appropriate.

#### Act on this!

Breaks and periods before or after plenary sessions offer a great opportunity to network and speak with other CPM participants on topics of interest. Contracting parties may take advantage of opportunities to meet with other delegates to discuss phytosanitary issues of common interest and to better understand different positions on a topic.



### Step 3: When and how to make interventions

#### How to prepare an intervention

Interventions are made orally, so it is important to express the rationale for any interventions clearly and with sufficient accompanying contextual information to assist other CPM participants in understanding the message you wish to convey. Interventions are often oriented towards making a proposal but may also be used to respond to an intervention made by another CPM participant.

Interventions should be carefully defined, ideally with a list of the points you want to make and the proposals you want to put forward. Keeping interventions brief and direct will help maintain the attention of other participants. Because interventions are simultaneously interpreted into the other FAO languages, it is also important not to rush your presentation so that the interpreters have time to translate correctly.

It is recommended that interventions be written out beforehand so that they can be read aloud. This allows for greater clarity and is helpful for remembering key points. If requested, a copy of the intervention should be provided to the IPPC Secretariat ([ippc@fao.org](mailto:ippc@fao.org)) during the meeting so that it may be captured accurately in the report.

### Growing your knowledge about other events and meetings at the CPM meeting



A **CPM-orientation session** is usually held on the Monday morning, before the opening of the CPM meeting. This orientation session offers practical guidance and highlights best practices for participating in the CPM meeting. Participants who are attending a CPM meeting for the first or second time are encouraged to attend, but the orientation session is open to everyone.

The CPM often hosts one or two **side sessions** and a **scientific session** for discussion of topics of interest to the phytosanitary community. Past sessions have covered topics such as pest movement through food-aid shipments and the impact of climate change on the spread of invasive alien species.

Meetings of “**Friends of the Chair**” may be called at any time by the chairperson during plenary sessions, if necessary, to consider specific documents or topics and to assist the CPM in reaching consensus on a path forward for addressing a particular technical issue or agenda item.

The CPM meeting offers an opportunity for national plant protection organizations to arrange **bilateral meetings** with their counterparts in other countries to discuss phytosanitary issues of mutual interest.

Sometimes an RPPO representative may prepare written interventions for agenda items of particular interest to their regions and their contracting parties, to facilitate their presentation to the plenary session.

### When to intervene

Interventions may be made whenever it is relevant to express a position on a subject under discussion. It is advisable to limit your intervention to the length and detail necessary to facilitate efficient meeting proceedings.

It may be very useful to coordinate your interventions with other contracting parties, especially those with which you have established alliances or agreements. Although repetition of points already raised by other contracting

parties is not ideal, this can help clarify positions or confirm support for another contracting party’s position, particularly when it relates to a document that has attracted different points of view or for which consensus has not been reached.

### How to intervene

It is advisable that any interventions be confined to those strictly necessary to achieve your objectives. The following is a formal procedure to intervene during the meeting:

1. The delegate uses the desktop console to signal that they wish to make an intervention.
2. The delegate waits for the chairperson to give them the floor.
3. Once the chairperson has identified the delegate to speak, the delegate should turn on their microphone so that the interpreters may hear the intervention and interpret it into the other FAO languages.
4. It is important that the delegate turns off their microphone when they have finished speaking.

Observers wishing to make an intervention (subject to the approval of the CPM chairperson) follow the same procedure.



### Guidance on making effective interventions during the CPM meeting

**What language will allow me to express my thoughts?** Interventions must be carried out in one of the FAO official languages so that they may be interpreted. It is important that delegates select the FAO language in which they are most fluent and comfortable expressing their ideas.

**How can participants best support what has already been stated?** If a participant agrees with what another member has already said, there is no need to repeat the full content of the issue. Keeping any interventions of support extremely short or focusing on new information that adds to the discussion and avoiding repetition will support efficient meeting proceedings.

**Are the key points clear?** Preparing your intervention in written form may improve clarity and facilitate interpretation. Oral interventions in the plenary session should be provided in writing to the IPPC Secretariat, if requested ([ippc@fao.org](mailto:ippc@fao.org)). This will ensure that key points can be accurately captured in the report and is especially important when the intervention relates to modifications to a decision document.

**Is this the right time?** Before speaking, delegates should ensure that their comments are timely and relevant to the subject being discussed. It is advisable to limit intervention to what is strictly necessary.

### Step 4: Participating in Friends of the Chair meetings

Friends of the Chair (FOC) meetings are informal, small groups convened at the discretion of the chairperson during the CPM meeting to help resolve an issue that may have reached an impasse in the larger plenary session. The chairperson has the discretion to invite a smaller group of contracting parties to participate in the FOC to attempt to find a way forward on that issue or to discuss a particular topic in more detail than is possible during the plenary session. The chairperson will charge the FOC to seek an agreed way forward on the issue at hand.

### Growing your knowledge – Reviewing documents prepared after the start of the CPM meeting



In addition to the documents posted on the [International Phytosanitary Portal \(IPP\)](#) before the meeting, some documents may be posted to the IPP during the meeting. Participants will be verbally notified during the plenary session when new papers have been posted on the IPP. In addition, a notification will be sent using the CPM event app to make participants aware that these new papers are available for consideration.

Conference room papers are documents that are posted after the meeting starts and are identified with “CRP” and a number (e.g. CPM 2013/CRP/23). These documents may either be decision documents or information papers. Often, a conference room paper will outline proposed changes to a CPM decision document and will be presented to the CPM for a decision. If the conference room paper modifies a decision proposed in the original document and it is only available in English, the modified decision must be read aloud so that it may be interpreted in all FAO languages.

Generally, the FOC consists of interested contracting parties and meets outside the plenary sessions. In forming the FOC, the chairperson will request the participation of those contracting parties who have demonstrated a strong interest in the issue during the plenary discussions, those who may bring necessary expertise on the subject, and others who wish to offer practical solutions to progress the issue.



Regional plant protection organizations may also be allowed to participate because of the integral role they play in implementing the IPPC at the regional level, their expertise, the resources they bring to various IPPC programmes, and their routine interactions with NPPOs in their region.

By exception, and on a case-by-case basis, other parties beyond NPPOs and RPPOs may be considered by the chairperson, in consultation with the CPM Bureau. The chairperson and bureau may consider, among other factors, the expertise and the value the party may bring and the extent to which their involvement is likely to assist the FOC in resolving the issue being considered. Their participation, if approved to attend, is at the sole discretion of the chairperson.

The chairperson may request a member of the CPM Bureau, the IPPC Secretariat staff, or the chairperson of the SC or IC – depending on the topic – to facilitate the FOC meeting and report back to the CPM in the subsequent plenary session. The IPPC Secretariat provides administrative support for these meetings, consistent with their normal responsibilities (e.g. logistics, record-keeping and archival information).

The FOC meetings give contracting parties the opportunity to exercise their decision-making authority and to report back to the chairperson on areas of agreement or the key issues and concerns that remain unresolved and hinder an agreed solution. The results of the FOC meeting are

reported to the chairperson and shared with the CPM, providing a basis for a potential agreement or decision-making in the plenary session.

### Step 5: Preparing the draft CPM report

The CPM report is prepared by the IPPC Secretariat during the CPM meeting.

The report must record the views, recommendations and conclusions of the CPM and, when requested, a statement of minority views. As per FAO policy for governing-body meeting reports, individual interventions are not recorded in the CPM report. Instead, the CPM report focuses on key discussion points and decisions from the meeting.

The rapporteurs selected on the first day of the CPM meeting are responsible for assisting the secretariat in reviewing the draft meeting report and clearing the final version that will be presented to the CPM for adoption on the last day of the meeting.

#### Growing your knowledge



##### *What is the role of the rapporteur?*

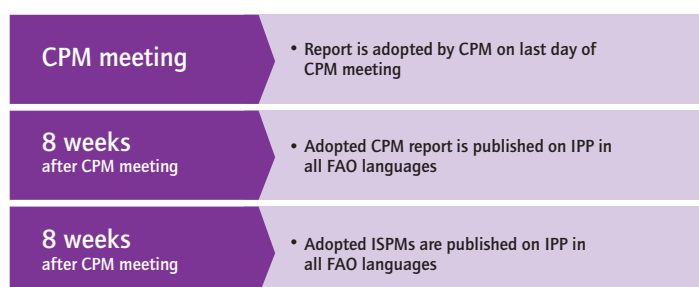
On the first day of the CPM meeting, the CPM will elect one or two rapporteurs from among the delegates. A delegate may only be a rapporteur if the head of their delegation concurs.

The main functions of the rapporteur are to:

- ◆ ensure that the draft report prepared by the IPPC Secretariat is an accurate record of the discussions and decisions of the meeting;
- ◆ assist the secretariat in reviewing and finalizing the draft meeting report to be presented to the CPM for adoption (with the draft report being given final clearance by the rapporteur);
- ◆ help to clarify, as required, points of doubt that arise during the adoption session about the text of the report; and
- ◆ review post-adoption editorial amendments to the report.

Being a rapporteur requires comprehensive note-taking during plenary sessions, especially when contracting parties have differing views on a topic and during complex discussions. Rapporteurs are required to review draft reports during the evenings, at lunchtime and sometimes early in the morning. However, agreeing to contribute to the CPM meeting as a rapporteur offers an incredible opportunity to become immersed in CPM affairs and get a better understanding of what happens behind the scenes.



**Figure 4: Timeline for publishing the adopted CPM report and ISPMs**

Notes: CPM, Commission on Phytosanitary Measures; IPP, International Phytosanitary Portal; ISPM, International Standard for Phytosanitary Measures; FAO, Food and Agriculture Organization of the United Nations.

Source: Author's own elaboration.

### Step 6: Reviewing the draft CPM report

As per the CPM rules of procedure, the CPM must approve the meeting report before closing the meeting.

In line with this rule, the draft CPM report will be made available electronically (posted on the IPP) in all languages on the Friday morning of the CPM week and will be adopted on Friday afternoon before the closing of the CPM meeting. All language versions of the draft report are released at the same time.

It is recommended that all participants review the draft report carefully before the Friday afternoon session. This review should focus on ensuring that the discussion and the decisions taken during the plenary sessions are summarized correctly. It is important to identify any paragraphs for which an intervention may be necessary and that interventions are prepared in writing, in advance. It is important to not only point out mistakes but to also make a concrete suggestion on how to improve the text.

The draft report will be edited after the CPM meeting and therefore it is not necessary to identify typographical errors or errors in translation (although these can be sent to the IPPC Secretariat at [ippc@fao.org](mailto:ippc@fao.org) for consideration after the meeting).

### Step 7: Adoption of the CPM report

The CPM report is adopted during the final session of the CPM meeting. The chairperson of the CPM meeting will go through the report paragraph by paragraph; therefore, if a delegate wishes to make an intervention it is important to be prepared to request the floor at the appropriate time in the review session.

After the report is adopted by the CPM, it will be edited and translated into all FAO languages and posted to the IPP. The adopted ISPMs will also be published in all FAO languages (Figure 4).

## Stage 3.

# Follow-up and disseminating the results of the CPM meeting

Stage 3 includes the following steps:

1. sharing the outcomes from the CPM meeting;
2. following up on CPM commitments;
3. remaining up-to-date on IPPC activities; and
4. planning for future CPM meetings.

### Step 1: Sharing the outcomes from the CPM meeting

#### How to disseminate the key results from the CPM meeting

It is important to share the main results of the CPM meeting promptly with the government and private-sector representatives, interest groups, and other stakeholders who took part in national consultations before the CPM meeting. This may be an opportunity to highlight the key CPM outcomes and propose strategies for improving the consultation process.

When the final CPM meeting report is available, it may be circulated to the relevant officers and technical staff in the NPPO and national stakeholders, including other relevant government departments and ministries.

### Step 2: Following up on CPM commitments

During the CPM meeting, contracting parties may make commitments that will be recorded in the meeting report. It may therefore be important to take steps to assign responsibilities and set deadlines for completing the required actions.

For commitments related to hosting meetings of IPPC expert working groups or technical panels, it is important that appropriate arrangements are made for local logistics and to coordinate regional actions. It is often beneficial to involve the RPPO and to encourage the private sector to contribute.

### Step 3: Remaining up-to-date on IPPC activities

#### Subscribing to receive information from the IPPC Secretariat

Between meetings, the IPPC Secretariat keeps contracting parties updated on new developments related to topics of interest and advises them of matters that require their attention, such as calls to propose new ISPMs or implementation and capacity development materials or to nominate candidates to working groups or expert panels.

Official IPPC contact points should ensure that their country information remains up-to-date and that national reporting obligations are met in order that information and notifications from the IPPC Secretariat are received. All contracting parties and observers are also encouraged to subscribe, on the [IPP News and calls](#) page, to receive IPPC news and notifications.

### Step 4: Planning for future CPM meetings

#### Identifying what went well and what could be improved for the next CPM meeting

It may be helpful for new delegates to review their participation in the CPM meeting in preparing for subsequent CPM meetings.

#### Establishing positions for future IPPC meetings

As discussed earlier in this guide, the CPM meeting is one event in an annual cycle of IPPC meetings and events and there are a series of activities that require national and regional coordination. It is important to review the draft ISPMs, recommendations or other documents that are under consultation and submit comments when

they are distributed, attend regional workshops and the SPG meeting, and participate in regional meetings to discuss positions and prepare for the next CPM meeting.

#### **Annual schedule of meetings culminating in the CPM meeting**

All the planned and tentative IPPC meetings are posted in the [IPPC Calendar of Events](#) as soon as the dates are available. In addition, the reports arising from IPPC governance meetings are posted on the IPP.

Given the number of activities and events that take place as part of the annual IPPC cycle, it is a best practice to prepare a schedule to help track and plan activities. Good planning is essential to enable prompt and appropriate responses to meeting invitations and IPPC calls, and to coordinate national and regional positions for submitting comments on draft ISPMs.





## **Bibliography, definitions and appendices**





# Bibliography

## **International Phytosanitary Portal** (<https://www.ippc.int/en>)

Commission on Phytosanitary Measures (CPM): <https://www.ippc.int/en/commission/cpm/>

Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat: <https://www.ippc.int/en/publications/1036/>

CPM rules of procedure: <https://www.ippc.int/en/commission/cpm/cpm-rules-of-procedure/>

International Plant Protection Convention text: <https://www.ippc.int/en/about/convention-text/>

IPPC guide to managing relationships with stakeholders: <https://www.fao.org/documents/card/en/c/ca6383en>

IPPC procedure manual for governance: not yet published

IPPC procedure manual for implementation and capacity development: <https://www.ippc.int/en/publications/86954/>

IPPC procedure manual for standard setting: <https://www.ippc.int/en/about/core-activities/ippc-standard-setting-procedure-manual/>

Local information for meeting participants in Rome, Italy: <https://www.ippc.int/en/publications/1034/>

## **Other resources**

International Air Transport Association (IATA) travel centre – for passport, visa & health requirements: <https://www.iata.org/en/services/compliance/timatic/travel-documentation/>

World Bank Country and Lending Groups, classification by income: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>



# Definitions

The definitions below are sourced from the IPPC *Glossary of phytosanitary terms* (ISPM 5) and include only those glossary terms that are most relevant to this guide. The complete and updated glossary is maintained at: [www.ippc.int/en/publications/622](http://www.ippc.int/en/publications/622). The glossary is updated annually based on decisions taken by the Commission on Phytosanitary Measures of the International Plant Protection Convention. The definitions below are accurate as of October 2023.

## **Harmonization**

The establishment, recognition and application by different countries of phytosanitary measures based on common standards

## **International Plant Protection Convention (IPPC)**

International Plant Protection Convention, as deposited with FAO in Rome in 1951 and as subsequently amended

## **International Standard for Phytosanitary Measures (ISPM)**

An international standard adopted by the Conference of FAO, the Interim Commission on Phytosanitary Measures or the Commission on Phytosanitary Measures, established under the IPPC

## **International standards**

International standards established in accordance with Article X paragraphs 1 and 2 of the IPPC

## **National plant protection organization (NPPO)**

Official service established by a government to discharge the functions specified by the IPPC

## **Pest**

Any species, strain or biotype of plant, animal or pathogenic agent injurious to plants or plant products. Note: In the IPPC, “plant pest” is sometimes used for the term “pest”

## **Regional plant protection organization (RPPO)**

An intergovernmental organization with the functions laid down by Article IX of the IPPC

## **Secretary**

Secretary of the commission appointed pursuant to Article XII of the IPPC

# Appendix 1.

## Checklist for CPM participants

### STAGE 1: Preparing to participate in a CPM meeting

- ◆ **Step 1: Select delegates to attend the CPM meeting**
  - Who will attend?
  - Seek support from diplomatic representatives to the FAO based in Rome
- ◆ **Step 2: Register for the CPM meeting and obtain credentials**
  - Verify your contact information on the International Phytosanitary Portal
  - Contact the IPPC Secretariat to confirm attendance
  - Register and obtain credentials for the CPM meeting
- ◆ **Step 3: Travel and logistics**
  - Seek national approval for travel and associated expenses
  - Apply to the IPPC Secretariat for financial assistance to support attendance at the CPM meeting (if eligible)
  - Verify that your passport is valid for at least six months after your intended date of departure from the Schengen area
  - Secure a visa and other required travel documents
  - Book accommodation
  - Review local information about Rome and FAO headquarters
- ◆ **Step 4: Review the agenda and other CPM documents**
  - Download copies of the agenda and other CPM documents from the International Phytosanitary Portal
- ◆ **Step 5: Consult with national and regional stakeholders**
  - Review CPM papers
  - Coordinate document review and internal consultation
  - Consult with national stakeholders
  - Consult with regional stakeholders
- ◆ **Step 6: Strategize in preparation for the CPM meeting**
  - Develop positions and prepare any information papers
  - Prepare interventions
  - Gather the information and materials needed for the CPM meeting
  - Bring a computer or tablet and a mobile phone – all devices should have internet connectivity
- ◆ **Step 7: Arrange meetings on the margins of the CPM meeting**
  - Consider whether to plan or attend any meetings on the margins of the CPM meeting

### STAGE 2: Participating in the CPM meeting

- ◆ **Step 1: Orientation to FAO headquarters**
  - Present your passport or identity card to FAO security and collect your security pass
  - Find the Plenary Hall, other meeting rooms and any required services
- ◆ **Step 2: Optimize your participation in the CPM meeting**
  - Attend the CPM-orientation session on Monday morning
  - Attend all plenary sessions
  - Take note of key discussions and decisions
  - Plan which side sessions and other meetings you will attend

- ◆ **Step 3: How and when to make interventions**
  - Review the guidance on making effective interventions
  - Decide when it is important for you to intervene
  - Prepare your intervention in writing
  - Request the floor and then read the intervention slowly and clearly
  - Email a copy of your intervention to [ippc@fao.org](mailto:ippc@fao.org), if requested
- ◆ **Step 4: Participate in Friends of the Chair meetings**
  - Offer to participate if you have a strong interest in the issue, expertise on the subject or wish to offer practical solutions
- ◆ **Step 5: Prepare the draft CPM report (rapporteurs only)**
  - Take comprehensive notes during the CPM meeting
  - Review sections of the draft report as requested by the IPPC Secretariat
  - Clear the final draft report before it is translated and posted on the IPP
- ◆ **Step 6: Review the draft CPM report**
  - Download and read the draft report when it is available
  - Identify paragraphs where you wish to intervene
  - Prepare your intervention in writing
- ◆ **Step 7: Adoption of the CPM report**
  - Request the floor when the relevant paragraph number is called
  - Read your intervention slowly and clearly
  - Email a copy of your intervention to [ippc@fao.org](mailto:ippc@fao.org), if requested

### **STAGE 3: Follow-up and disseminating the results of the CPM meeting**

- ◆ **Step 1: Share the outcomes from the CPM meeting**
  - Share the main outcomes of the CPM meeting with internal and national stakeholders
  - Share the final CPM report with internal and national stakeholders when it is available
- ◆ **Step 2: Follow up on CPM commitments**
- ◆ **Step 3: Remain up-to-date on IPPC activities**
  - Subscribe to receive newsletters and other information from the IPPC Secretariat
- ◆ **Step 4: Plan for future CPM meetings**
  - Review your participation in this CPM meeting
  - Identify opportunities to improve participation in the next CPM meeting
  - Participate actively in regional workshops
  - Submit comments during IPPC consultations on international standards, implementation and capacity development materials, and other documents
  - Participate in the Strategic Planning Group meeting

# Appendix 2.

## Sample credentials issued by a Minister of Foreign Affairs

### CREENTIALS

[Name of Ministry] \_\_\_\_\_

THE MINISTER FOR FOREIGN AFFAIRS OF [State] \_\_\_\_\_

Considering that it is desirable that the Government of [State] \_\_\_\_\_ will be represented at the [18<sup>th</sup> Session of the Commission on Phytosanitary Measures], to be convened in FAO headquarters in Rome, Italy [from 15 to 19 April 2024].

HAS DECIDED

to appoint a delegation which shall be entitled to take part in the above-mentioned meeting and to designate as:

#### Representative

[Name] \_\_\_\_\_ [Position] \_\_\_\_\_

Alternate representative(s)

[Name] \_\_\_\_\_ [Position] \_\_\_\_\_

[Name] \_\_\_\_\_ [Position] \_\_\_\_\_

#### Adviser(s)

[Name] \_\_\_\_\_ [Position] \_\_\_\_\_

[Name] \_\_\_\_\_ [Position] \_\_\_\_\_

Signed and sealed at [place and date] \_\_\_\_\_

MINISTER FOR FOREIGN AFFAIRS











## IPPC

The International Plant Protection Convention (IPPC) is an international plant-health agreement that aims to protect global plant resources and facilitate safe trade. The IPPC vision is that all countries have the capacity to implement harmonized measures to prevent pest introductions and spread, and minimize the impacts of pests on food security, trade, economic growth, and the environment.

## Organization

- » There are over 180 IPPC contracting parties.
- » Each contracting party has a national plant protection organization (NPPO) and an official IPPC contact point.
- » Ten regional plant protection organizations have been established to coordinate NPPOs in various regions of the world.
- » The IPPC Secretariat liaises with relevant international organizations to help build regional and national capacities.
- » The secretariat is provided by the Food and Agriculture Organization of the United Nations (FAO)

## Did you read this guide?

Please send an email to [ippc@fao.org](mailto:ippc@fao.org) and share your feedback.

Your responses will help the IPPC Secretariat and the IPPC Commission on Phytosanitary Measures (CPM) Implementation and Capacity Development Committee (IC) strengthen this and other guides and training resources.

International Plant Protection Convention Secretariat  
[ippc@fao.org](mailto:ippc@fao.org) | [www.ippc.int](http://www.ippc.int)

**Food and Agriculture Organization of the United Nations**  
Rome, Italy

ISBN 978-92-5-138690-3



9 789251 386903

CD0310EN/1/04.24