**TERMS OF REFERENCE**

**FOCUS GROUP ON SUSTAINABLE FUNDING FOR THE IPPC EPHYTO SOLUTION**

**Background**

The Commission on Phytosanitary Measures (CPM) in its fifteenth session (CPM-15, 2021)[[1]](#footnote-1) considered a proposal for a CPM focus group to be established to develop a two-phase funding solution for the IPPC ePhyto Solution. The first phase of this would be an interim solution, which might rely upon a coalition of parties willing to provide funding or be a multi-pledge solution. This would give more time for a more permanent solution (e.g., a supplementary agreement or a charging scheme) to be developed as the second phase. The interim phase would last until the long-term solution could be implemented.

The CPM-15 requested that the IPPC Secretariat take the lead in drafting Terms of Reference for the focus group, including its composition. CPM-15 also agreed that the membership would include at least one representative from each region, and that the focus group be tasked with preparing a decision document on the funding solution for the second phase, for presentation at the CPM session in 2023.

**Membership**

The CPM Bureau will decide the membership of the focus group.

The CPM-15 noted the need for a balanced representation from all FAO regions while avoiding an over-sized group. They also noted the suggestion that the group should include people with administrative and funding experience.

Therefore, the focus group is skills - and knowledge-based with geographical representation and it should be composed of:

* Maximum of ten experts, including:
* one representative of the CPM Bureau,
* a representative from the UNICC and;
* one representative from the ePhyto Industry Advisory Group.

The membership should have collective experience and expertise in:

* Budget management and resource planning;
* Development of cost recovery funding mechanisms;
* the development and implementation of resource mobilization strategies in an international context;
* a broader, global perspective of trade in plant commodities and the strategies and policies that impact the trade, as well as multilateral cooperative arrangements.

***Observers***

The IPPC Secretariat, with the agreement of the CPM Bureau, may invite observers and experts from relevant international organizations, as needed.

Such observers may i) participate in the discussions, subject to the approval of the Chairperson but without the right to vote; ii) receive the documents other than those of a restricted nature, and, iii) submit written statements on particular items of the agenda.

**Tasks**

The focus group will:

1. Within three months of its establishment, select a chairperson and establish a target financial figure and length of time for an interim funding scheme until a final sustainable funding mechanism is established for the IPPC ePhyto Solution.
2. Based on preceding, develop a plan for sufficient interim funding and draft an appeal to contracting parties to provide interim funding,
3. Within six months of its establishment, develop a one-year work plan comprised of the following tasks:
   1. determine the realistic minimum amount required to sustain operations of the IPPC ePhyto Solution as well as to provide enhancements and necessary updates (to be done in consultation with UNICC),
   2. appeal to interested organizations to consider participating with commensurate resource contributions.
   3. draft standardized voluntary agreements with donor organizations to cover the period until a long-term funding solution is agreed.
   4. establish clear goals and principles for the development of a long-term sustainable funding mechanism.
   5. establish a process for engaging, as necessary, additional expertise for input on the sustainable funding mechanism.
   6. Develop a discussion paper exploring the issues and options for long-term funding.
   7. consider the impact on sustainable funding of additional international organizations joining the ePhyto Solution for their own digital certification efforts.
4. By March 2022, provide a progress update to CPM-16.
5. By September 2022, prepare a proposal for SPG (2022) review and comment on the long - term funding mechanism

By March 2023, based on SPG (2022) feedback, prepare a formal proposal for CPM-17 (2023) adoption to sustainably fund the IPPC ePhyto Solution.

**Meetings**

Meetings of the focus group will be held virtually, unless an in-person meeting is absolutely necessary and agreed by consensus of the focus group. Attendance in meetings by focus group members is mandatory, but if not able to participate they may with approval of the chair, nominate a substitute with the requisite skill set to engage and participate actively.

**Funding**

In the event that an in-person meeting is required, the organization that employs the IPPC focus group meeting participant is responsible for funding the travel and daily subsistence allowance for that person to attend. If the employer is unable to allocate sufficient funds, participants are first encouraged to seek assistance from sources other than the IPPC Secretariat.

Where such demonstrated efforts to secure assistance have been unsuccessful, requests for assistance (i.e. travel and subsistence costs) from the IPPC Secretariat may be made. However, any support is subject to available funds. The IPPC Secretariat will consider funding assistance for participants following IPPC criteria for funding. Full details on these criteria can be found on the IPP

1. CPM meeting reports: <https://www.ippc.int/en/cpm-sessions/> [↑](#footnote-ref-1)