STATEMENT OF COMMITMENT: CPM FOCUS GROUP ON COMMUNICATIONS

*[Report of CPM-2 (2007), Appendix 11, updated by IPPC Secretariat 2012-11 with guidance from CPM-7 (2012); updated by the IPPC Secretariat 2015-09[[1]](#footnote-1)and 2020-10-02[[2]](#footnote-2)]*

Each nominee is requested to read the information listed and referenced in Appendix 1 for the relevant body, complete and sign this statement of commitment and submit it at the same time as the nomination and CV.

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| **1.** Body: CPM Focus Group on Communications  Expected meeting date and location, if relevant: Several virtual or face-to-face meetings as needed |
| **2. Nominee:**  I have read the information listed and referenced in Appendix 1 in regards to my nomination and, if selected, agree to undertake the tasks and responsibilities involved and to commit the time required. I have also discussed with my employer the time commitment and financial resources[[3]](#footnote-3) required (as appropriate) to carry out my duties if my nomination is approved for the body indicated under section 1 above.  I also agree that, if I request financial assistance to attend the relevant meeting and I am eligible to receive it, I have read and will adhere to the conditions laid out in Commitment of Funded Participants section of the *Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat* (web link provided in footnote 1).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

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| **3. Authorization (time):**  I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate time will be allocated to allow the nominee to undertake the tasks and responsibilities involved and commit the time required. I have the authority from my organization to authorize this and understand the time commitment required to carry out these duties.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name, Title (Supervisor) (please print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address (Supervisor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone (Supervisor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email (Supervisor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Signature (Supervisor) Date    **4. Authorization (financial resources)[[4]](#footnote-4):**  **4.1** I have read the information listed and referenced in Appendix 1 in regards to the above nominee who is employed in our organization. If this nominee is selected, I agree to ensure that the appropriate financial resources will be allocated to allow the nominee to undertake the tasks and responsibilities involved. I have the authority from my organization to authorize this and understand the financial resources required (as appropriate, see footnote 1) to carry out these duties.  OR  **4.2** I have read the Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat and the nominee is eligible for travel assistance (airfare and/or DSA), considering that evidence of effort will be presented to the IPPC Secretariat, indicating that no other funds were available, and that the Secretariat should try to allocate appropriate funds, if available.  Contact information same as per point 3 (if this is the case, still add signature and date below).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name, Title (please print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

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| Contact details for nominee: |
| Name: (LAST NAME in upper case, given names in lower case) |
| E-mail: |
| Phone: |
| Fax: |
| Mailing address: |

**APPENDIX 1**

**General membership duties relevant to all bodies:**

* allocate time, as appropriate, for travel to the meeting, attendance in the meeting including virtual meetings and follow-up activities, as necessary
* consult and liaise with relevant national and international experts, as appropriate
* read all meeting documents prior to the meeting and provide discussion papers and/or comments, if necessary
* maintain a functioning e-mail address and participate in any scheduled electronic discussions or conference calls occurring outside of the meeting dates and times, if necessary
* participate as an individual expert in a personal capacity
* participate in relevant meetings for the duration of the term and participate in virtual meetings, some of which may take place outside local daytime hours, in order to accommodate the participation from multiple time zones
* if unable to attend the meeting, provide written notification to the IPPC Secretariat well in advance and before travel arrangements have been made
* use web based tools as appropriate (Adobe Connect, Zoom, MS Teams, e-mail, Online Comment System, Skype, e-forums, e-decisions, Google Docs, etc.)
* other specific details may be found on the IPP ([www.ippc.int](http://www.ippc.int)) and in the IPPC Procedural Manual.

**IC Sub-group member duties, in addition to the above general duties:**

* participate in the IC Sub-group for the full duration of the term as specified in the relevant rules
* other duties as assigned

Further details are provided in the IPPC Procedural Manual:

* Guidelines for the composition and organization of expert working groups
* Guidelines for the operation of expert working groups.

1. 2015-09, in order to accommodate the situation where two different agencies contribute to the funding of an expert (one for salary and the other for travel), the IPPC Secretariat clarified that “financial resources” were intended for travel. [↑](#footnote-ref-1)
2. 2020-10, in order to apply this form to all bodies and clarify 4. Authorization (financial resources) [↑](#footnote-ref-2)
3. As recommended by the second session of the Interim Commission on Phytosanitary Measures (1999), whenever possible, those participating in IPPC activities voluntarily fund their travel and subsistence to attend meetings. Participants may request financial assistance, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants (see below section *“4. Authorization (financial resources*)”).   
   The statistical information in place at the time of signing this statement of comment will be applied for the duration of the term of membership in the relevant IPPC body. [↑](#footnote-ref-3)
4. The organization that employs an IPPC 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. Requests for assistance will be assessed by the *Criteria used for prioritizing participants to receive travel assistance to attend meetings* organized by the IPPC Secretariat that is in place at the time this statement of commitment (<https://www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings>). [↑](#footnote-ref-4)