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Abbreviations

APO	Associate Professional Officer
APPPC	Asia and Pacific Plant Protection Commission
CAHFSA	Caribbean Agricultural Health and Food Safety Agency
CAN	Andean Community
CDC	Capacity Development Committee
CEPM	Committee of Experts on Phytosanitary Measures
COSAVE	Southern Cone Plant Health Committee
CPM	Commission on Phytosanitary Measures
CRP	conference room paper
DAI	development agenda item
EPPO	European and Mediterranean Plant Protection Organization
EWG	expert working group
FAO	Food and Agriculture Organization of the United Nations
FC	IPPC Financial Committee
FG-CCPI	Focus Group on Climate Change and Phytosanitary Issues
IAPSC	Inter-African Phytosanitary Council
IC	Implementation and Capacity Development Committee
ICPM	Interim Commission on Phytosanitary Measures
IPP	International Phytosanitary Portal
IPPC	International Plant Protection Convention
ISPM	International Standard for Phytosanitary Measures
NAPPO	North American Plant Protection Organization
NEPPO	Near East Plant Protection Organization
NPPO	national plant protection organization
NRO	national reporting obligations
OCP	official contact point
OCS	Online Comment System
OIRSA	Regional International Organization for Plant Protection and Animal Health
POARS	Strengthening Pest Outbreak Alert and Response Systems
PPPO	Pacific Plant Protection Organisation
ROP	rules of procedure
RPPO	regional plant protection organization
SC	Standards Committee
SC-7	Standards Committee Working Group of seven members
SCTF	Sea Containers Task Force
SPG	Strategic Planning Group (formerly called SPTA)
SPS Agreement	Agreement on the Application of Sanitary and Phytosanitary Measures
SPTA	Strategic Planning and Technical Assistance
TFT	Task Force on Topics
TC-RPPOs	Technical Consultation among Regional Plant Protection Organizations
TOR	terms of reference
TP	technical panel
WTO	World Trade Organization

Introduction

The purpose of this manual is to provide, in a convenient form, procedures and practices for the International Plant Protection Convention (IPPC) Commission on Phytosanitary Measures (CPM). This edition of the manual includes decisions and procedures through to the end of December 2023.

The decisions and procedures described herein are subject to future amendment. The manual will be updated accordingly, as necessary.

Procedures relevant for the work of the Standards Committee (SC) and the Implementation and Capacity Development Committee (IC) – two of the CPM subsidiary bodies – are compiled in separate procedure manuals. The detailed procedure manuals relating to both bodies are available on the International Phytosanitary Portal (IPP).¹

For clarity, all text that has been adopted or approved, or is a factual statement, is in black type with details of the resolutions of the FAO Conference and decisions of the Interim Commission on Phytosanitary Measures (ICPM), the CPM and the CPM Bureau.

Black text may have been edited for consistency in terminology and therefore not necessarily be identical to the original text as adopted or approved.

Text in green type is for explanatory purposes only and should not be considered an official decision.

Text in blue type (other than headings) indicates hyperlinks outside of this document.

Footnote cues are in blue type to facilitate locating them in the paragraphs.

¹ *Procedure manual for standard setting:* <https://www.ippc.int/en/about/core-activities/ippc-standard-setting-procedure-manual/> and the *Procedure manual for implementation and capacity development:* <https://www.ippc.int/en/publications/86954/>



1. The International Plant Protection Convention

The International Plant Protection Convention (IPPC) is an **international plant health treaty**.

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 convention was first adopted (Resolution 85) by the Conference of the Food and Agriculture Organization of the United Nations (FAO) at its Sixth Session in December 1951, and came into force in April 1952. The convention was subsequently amended and the FAO Conference, at its Twentieth Session in November 1979, adopted the amendments (Resolution 14/79).

The current version of the convention² dates back to 1997 after acceptance by two-thirds of the contracting parties³ to the IPPC at the Twenty-Ninth Session of the FAO Conference (Resolution 12/97). The coming into force of the amended IPPC text (under Article XII) allowed for the replacement of the interim measures put in place by the FAO Conference and the establishment of the CPM.

The CPM serves as the convention's governing body while also being an FAO Statutory Body.⁴

The 1997 revision aligns the convention with the World Trade Organization (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement).

1.1 ADHERENCE TO THE IPPC

Ratification and adherence are the topic of Article XVII of the IPPC.

States that are not contracting parties to the IPPC can deposit (submit) their instrument of adherence⁵ to the IPPC with the FAO director-general. There are no additional costs incurred by countries in joining the IPPC, and there are substantial benefits to membership.⁶

In 2005, the Seventh Session of the ICPM:⁷
urged FAO Members and non-member States that were not contracting parties to the IPPC to become contracting parties ... as soon as possible.

² 1997 International Plant Protection Prevention text: <https://www.ippc.int/en/publications/131/>

³ See Article XXI.4 of the new revised IPPC text. At the ICPM-6 (2004), it was noted that entry into force of the new revised text would apply to all contracting parties, including those that have not accepted the new revised text at the time of entry into force. It was also noted that the "two-thirds" figure is calculated on the basis of the number of parties to the treaty at the time of deposit of each instrument of acceptance of the amendments, which may change over time.

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

⁵ Model Instrument of Adherence to the IPPC: <https://www.ippc.int/en/publications/129/>

⁶ Model Instrument of Adherence to the IPPC: <https://www.ippc.int/en/publications/129/>

⁷ ICPM-7 (2005), paragraph 7.

1.2 IPPC CONTRACTING PARTIES

The convention currently has **185 contracting parties**.⁸

The convention identifies certain types of information that contracting parties are required to report to other contracting parties, to the IPPC Secretariat or to regional plant protection organizations (RPPOs):

- ◆ IPPC official contact point (Article VIII.2);
- ◆ official pest report (Article VIII.1(a));
- ◆ description of the national plant protection organization (NPPO) (Article IV.4);
- ◆ phytosanitary requirements, restrictions and prohibitions (Article VII.2(b));
- ◆ entry points (Article VII.2(d));
- ◆ list of regulated pests (Article VII.2(i));
- ◆ emergency actions (Article VII.6).

The convention identifies some other reporting that should be carried out on request. This is usually bilateral in nature, but this information can also be made available through the IPPC website:

- ◆ non-compliance (Article VII.2(f));
- ◆ organizational arrangements of plant protection (Article IV.4);
- ◆ pest status (Article VII.2(j));
- ◆ rationale for phytosanitary requirements (Article VII.2(c)).

1.2.1 National plant protection organizations

Article IV of the convention outlines the general provisions relating to the organizational arrangements for national plant protection. Each contracting party shall make provision, to the best of its ability, for an official NPPO with the main responsibilities set out in this Article.

The responsibilities of an NPPO shall include the following:

- (a) the issuance of certificates relating to the phytosanitary regulations of the importing contracting party for consignments of plants, plant products and other regulated articles;
- (b) the surveillance of growing plants, including both areas under cultivation (*inter alia* fields, plantations, nurseries, gardens, greenhouses and laboratories) and wild flora, and of plants and plant products in storage or in transportation, particularly with the object of reporting the occurrence, outbreak and spread of pests, and of controlling those pests, including the reporting referred to under Article VIII paragraph 1(a);
- (c) the inspection of consignments of plants and plant products moving in international traffic and, where appropriate, the inspection of other regulated articles, particularly with the object of preventing the introduction and/or spread of pests;
- (d) the disinfestation or disinfection of consignments of plants, plant products and other regulated articles moving in international traffic, to meet phytosanitary requirements;
- (e) the protection of endangered areas and the designation, maintenance and surveillance of pest free areas and areas of low pest prevalence;
- (f) the conduct of pest risk analyses;
- (g) to ensure through appropriate procedures that the phytosanitary security of consignments after certification regarding composition, substitution and reinfestation is maintained prior to export; and
- (h) training and development of staff.

⁸ FAO treaties database: <https://www.fao.org/treaties/results/details/en/c/TRE-000013/>

Each contracting party shall make provision, to the best of its ability, for the following:

- (a) the distribution of information within the territory of the contracting party regarding regulated pests and the means of their prevention and control;
- (b) research and investigation in the field of plant protection;
- (c) the issuance of phytosanitary regulations; and
- (d) the performance of such other functions as may be required for the implementation of the convention.

Each contracting party shall submit a description of its official NPPO and of changes in such organization to the IPPC secretary. A contracting party shall provide a description of its organizational arrangements for plant protection to another contracting party, upon request.

1.2.2 Role of IPPC official contact points

Article VIII.2 requires contracting parties to designate an official contact point (OCP), and therefore it is the contracting party that is responsible for making, and informing the IPPC Secretariat of, the nomination.⁹ There can be only one contact point per contracting party. The contracting party, by making the nomination, agrees that the nominee has the necessary authority to fulfil the functions of the contact point as determined within the framework of the IPPC. Individual persons cannot appoint themselves as contact points.

The IPPC OCPs are used for all information exchanged under the IPPC between contracting parties, between the IPPC Secretariat and contracting parties and, in some cases, between contracting parties and RPPOs.

In 2006, the First Session of the CPM (CPM-1)¹⁰ adopted the following on the role of OCPs:¹¹

The IPPC OCPs should:

- ◆ have the necessary authority to communicate on phytosanitary issues on behalf of the contracting party, i.e. as the contracting party's single IPPC enquiry point;
- ◆ ensure the information exchange obligations under the IPPC are implemented in a timely manner;
- ◆ provide coordination for all official phytosanitary communication between contracting parties related to the effective functioning of the IPPC;
- ◆ redirect phytosanitary information received from other contracting parties and from the IPPC Secretariat to appropriate official(s);
- ◆ redirect requests for phytosanitary information from contracting parties and the IPPC Secretariat to the appropriate official(s); and
- ◆ keep track of the status of appropriate responses to information requests that have been made to the contact point.

The role of the IPPC OCP is central to the effective functioning of the IPPC, and it is important that the IPPC OCP has adequate resources and sufficient authority to ensure that requests for information are dealt with appropriately and in a timely manner.

⁹ IPPC official contact point notification form: <https://www.ippc.int/en/publications/23/>

¹⁰ CPM-1 (2006), Appendix XVIII.

¹¹ Role of IPPC official contact points: <https://www.ippc.int/en/publications/22/>

1.3 REGIONAL PLANT PROTECTION ORGANIZATIONS

An RPPO¹² is an intergovernmental organization functioning as a coordinating body for NPPOs on a regional level. Not all contracting parties to the IPPC are members of RPPOs, nor are all members of RPPOs contracting parties to the IPPC. Moreover, certain contracting parties to the IPPC belong to more than one RPPO. Each RPPO has its own programme and activities.

Regional Plant Protection Organizations have a number of roles and functions when cooperating with the IPPC Secretariat in accordance with Article IX.3 of the IPPC.

Article IX of the convention provides for RPPO contributions to various activities that achieve the objectives of the IPPC. As part of these responsibilities it specifies that RPPOs shall cooperate, where appropriate, with the IPPC secretary and the CPM in developing international standards. The RPPOs therefore play an important role in the cooperative endeavour to implement the IPPC.¹³

There are currently ten RPPOs:

- ◆ Andean Community (CAN);
- ◆ Asia and Pacific Plant Protection Commission (APPPC);
- ◆ Caribbean Agricultural Health and Food Safety Agency (CAHFSA);
- ◆ European and Mediterranean Plant Protection Organization (EPPO);
- ◆ Inter-African Phytosanitary Council (IAPSC);
- ◆ Near East Plant Protection Organization (NEPPO);
- ◆ North American Plant Protection Organization (NAPPO);
- ◆ Pacific Plant Protection Organisation (PPPO);
- ◆ Regional International Organization for Plant Protection and Animal Health (OIRSA);
- ◆ Southern Cone Plant Health Committee (COSAVE).

As per Article IX, the IPPC secretary will convene regular Technical Consultations of representatives of RPPOs (TC-RPPOs) to:

- ◆ Promote the development and use of relevant international standards for phytosanitary measures (ISPMs); and
- ◆ encourage interregional cooperation in promoting harmonized phytosanitary measures for controlling pests and in preventing their spread and/or introduction.

In addition to being a forum for RPPOs to consult as a group, the TC-RPPOs can support regional programmes under the IPPC and contribute to the work programme of the CPM.

The TC-RPPOs meets annually¹⁴ and has its own Terms of Reference (TOR) and Rules of Procedure (ROP) to follow.

¹² IPP page for RPPOs: <https://www.ippc.int/en/ippc-community/regional-plant-protection-organizations/>

¹³ Roles and functions of RPPOs in relation to the CPM: <https://www.ippc.int/en/publications/88182/>

¹⁴ TC-RPPOs meeting reports: <https://www.ippc.int/en/ippc-community/regional-plant-protection-organizationstechnical-consultation-among-rppos/>

1.4 RELATIONSHIP BETWEEN THE IPPC AND FAO

The IPPC was deposited with the FAO director-general after its adoption in 1951. Established in 1945, FAO is the United Nations lead agency for agriculture, forestry, fisheries and rural development. It works to alleviate poverty and hunger by promoting agricultural development, improved nutrition and food security.

1.4.1 FAO Article XIV statutory bodies

FAO statutory bodies are established in accordance with Article VI and Article XIV of the FAO Constitution to address any technical subject falling within the FAO mandate. There are more than 100 statutory bodies operating in FAO.¹⁵

Treaties established under Article XIV may be global or regional in nature. Global treaties are established by the FAO Conference and the FAO Council or Conference has the power to disallow amendments to the text of the treaty.¹⁶ This is the case for the IPPC.

Article XIV bodies enjoy a certain degree of functional and operational autonomy that gives them decision-making power in the pursuit of their statutory objectives. However, since these bodies are established under the FAO Constitution, they operate under the FAO framework and rules. Therefore, even if part or all of their budget may be funded from sources outside the FAO Regular Programme - for example, through assessed contributions that Members are legally obliged to pay under the constitutive instrument - FAO and the FAO director general remain legally responsible and accountable for the acts of these bodies.

In support of the IPPC, FAO provides:

- ◆ the convention's secretariat;
- ◆ a source of legal advice;
- ◆ technical-assistance projects; and
- ◆ the meeting place and associated resources for many of the activities of the international phytosanitary community.

The IPPC community also contributes to achieving:

- ◆ The IPPC community also contributes to achieving:
- ◆ FAO Strategic Objectives: SO 2 and SO 4;¹⁷ and
- ◆ United Nations Sustainable Development Goals:¹⁸ SDG 1, SDG 2, SDG 8, SDG 12, SDG 13, SDG 15 and SDG 17.

¹⁵ FAO governing and statutory bodies website: <https://www.fao.org/unfao/govbodies/gsb-subject-matter/statutory-bodies-details/en/c/247/>

¹⁶ Basic Texts of the FAO, Volume II, section O, Appendix: <https://www.fao.org/3/mp046e/mp046e.pdf>

¹⁷ FAO strategic objectives: <https://www.fao.org/3/mi317e/mi317e.pdf>

¹⁸ United Nations Sustainable Development Goals: <https://sdgs.un.org/goals>

1.5 IPPC STRATEGIC FRAMEWORK 2020–2030

The IPPC [Strategic Framework 2020–2030](#) was adopted in April 2021 at CPM-15.¹⁹ The commission identified three strategic objectives that capture the major contributions it makes in a global context:

- ◆ enhance global food security and increase sustainable agricultural productivity;
- ◆ protect the environment from the impacts of plant pests;
- ◆ facilitate safe trade, development and economic growth.

Eight priority programmes, called development agenda items (DAIs)²⁰ underpin the Strategic Framework. They advance the ideals of the IPPC as a relevant, responsive and progressive plant health agreement. The DAIs reflect the global changes that impact national, regional and global plant protection organizations and present opportunities for innovation, collaboration, research, standard setting and capacity development in emerging plant health areas.

The eight DAIs are as follows:

- (1) Harmonization of electronic data exchange;
- (2) Commodity- and pathway-specific ISPMs;
- (3) Management of e-commerce and postal and courier pathways;
- (4) Developing guidance on the use of third-party entities;
- (5) Strengthening pest outbreak and response systems;
- (6) Assessment and management of climate-change impacts on plant health;
- (7) Global phytosanitary research coordination; and
- (8) Diagnostic laboratory network.

¹⁹ CPM-15 (2021), agenda item 8.1.

²⁰ IPP page on the Strategic Framework 2020–2030: [Strategic Framework for the International Plant Protection Convention \(IPPC\) 2020–2030 \(fao.org\)](#).

1.6 IPPC SECRETARIAT

The IPPC Secretariat was established in 1992 and is hosted at FAO headquarters in Rome, Italy, under the FAO Plant Production and Protection Division.

In accordance with Article XII of the convention, the IPPC secretary is appointed by the FAO director general. The secretary is responsible for implementing the policies and activities of the CPM including the development of, and implementation support for ISPMs.

The IPPC secretary (via the IPPC Secretariat) administers the work programme of the CPM together with the CPM Bureau. The secretariat convenes and coordinates annual CPM sessions and meetings of subsidiary bodies, facilitates technical discussions on implementing the work of subsidiary bodies, helps mobilize financial and technical resources and promotes collaboration in the global plant health community. The IPPC Secretariat facilitates information exchange between contracting parties to the IPPC and coordinates with the technical cooperation programmes of FAO to provide technical support on matters relating to the IPPC, particularly to least developed countries, taking into consideration the following documents:

- ◆ [IPPC Strategic Framework 2020–2030](#);
- ◆ [IPPC Resource Mobilization Strategy](#);
- ◆ [IPPC Communications Strategy \(adopted in 2023\)](#);
- ◆ [IPPC Standards and Implementation Framework](#);
- ◆ [IPPC Partnership Framework \(adopted in 2023\)](#).

The IPPC Secretariat includes experts in phytosanitary standards development, agriculture, plant protection, pest risk management, international trade, project management, finance, communication and advocacy, policy and economic development and administration.

2. IPPC governance

The IPPC is governed by the CPM, composed of all IPPC contracting parties, and a number of key CPM subsidiary and oversight bodies (Figure 1).

CPM Bureau²¹ – This is an elected seven-member executive body that provides guidance to the IPPC Secretariat and CPM on strategic direction, cooperation, and financial and operational management.

Financial Committee (FC)²² – All CPM Bureau members are members of the FC but it has its own agenda and chairperson. It provides advice on financial matters and resource mobilization issues to the IPPC Secretariat.

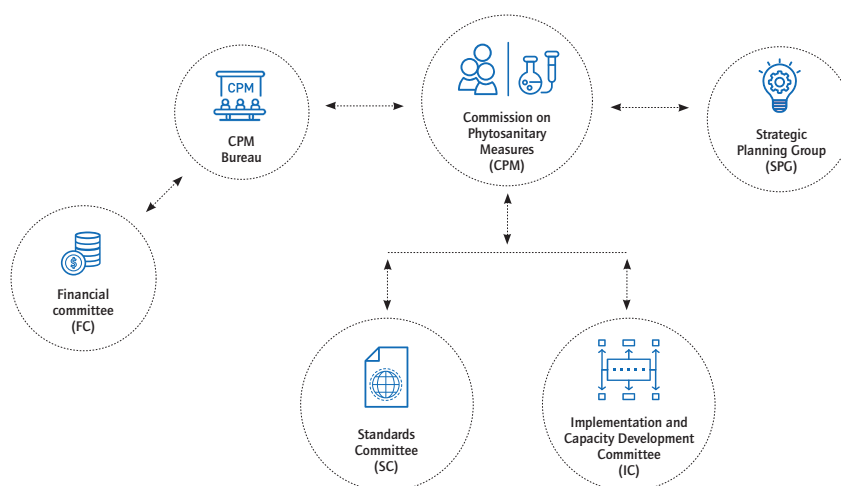
Standards Committee (SC)²³ – This is a 25-member oversight body for the standard setting process.

Implementation and Capacity Development Committee (IC)²⁴ – This is a 14-member oversight body for the implementation of capacity development programmes.

Strategic Planning Group (SPG)²⁵ – This open working group is tasked with providing strategic perspective to the work of the IPPC and to support improvement through the provision of recommendations and advice to the CPM on any issues that have been referred.

CPM focus groups and working groups²⁶ – The CPM or its subsidiary bodies may set up focus groups or task forces to address important issues relating to their mandate

Figure 1. IPPC governance structure



Source: Authors' own elaboration.

²¹ IPP page for the CPM Bureau: <https://www.ippc.int/en/commission/bureau/>

²² IPP page for the FC: <https://www.ippc.int/en/commission/bureau/ippc-financial-committee-fc/>

²³ IPP page for the SC: <https://www.ippc.int/en/commission/standards-committee/>

²⁴ IPP page for the IC: <https://www.ippc.int/en/commission/capacity-development-committee/>

²⁵ IPP page for the SPG: <https://www.ippc.int/en/commission/strategic-planning-group/>

²⁶ IPP page for CPM Focus Groups: <https://www.ippc.int/en/commission/cpm-focus-group-reports/>

2.1 COMMISSION ON PHYTOSANITARY MEASURES – OVERVIEW

The IPPC is governed by the CPM, which was established under Article XII of the New Revised Text of the IPPC, approved in 1997, and serves as the global convention's governing body.

The CPM meets annually to promote cooperation to help implement the objectives of the IPPC.

In particular, the CPM:

- ◆ reviews the state of plant protection around the world;
- ◆ identifies action to control the spread of pests into new areas;
- ◆ develops and adopts ISPMs;
- ◆ establishes rules and procedures for resolving disputes;
- ◆ adopts guidelines for the recognition of RPPOs; and
- ◆ cooperates with international organizations on matters covered by the convention.

The members of the CPM are the contracting parties to the convention and are responsible for implementing the work programme of standards development, information exchange and capacity building. Meetings of the CPM are attended by contracting parties, and by observers from RPPOs and from other organizations such as WTO (including its Sanitary and Phytosanitary Committee) and the Standards and Trade Development Facility (STDF).

The CPM meetings can also host a number of side sessions as well as a scientific session for discussion of important issues. Past sessions have covered topics such as pest movements through food-aid shipments and the potential impact of climate change on the spread of invasive alien species.

The CPM is the only body within the IPPC that adopts standards. Conceptually, the IPPC Secretariat expects the CPM and subsidiary bodies to make decisions by consensus. When consensus is not possible, voting is used, with a two-thirds majority required for decision-making.

In 2006, CPM-1 adopted a new position statement that reflects basic changes since its first adoption in 2000 and takes into account the entry into force of the New Revised Text of the IPPC.²⁷

2.1.1 Rules of Procedure of the CPM

The ROP of the CPM were first adopted by CPM-1 (2006) with Rule II.1 and Rule VII subsequently being revised by CPM-2 (2007).

The latest version of the [CPM ROP](#) was adopted at CPM-8 (2013) to include the ROP for the CPM Bureau and rules for observers. The ROPs were approved by the FAO director-general on 8 November 2013, which is the date of entry into force of the revision.

²⁷ CPM-1 (2006) meeting (Appendix XVI).

2.1.2 CPM chairperson and vice-chairperson

Rule II of the CPM ROP outlines the following functions of the CPM chairperson and vice chairperson:

- ◆ The chairperson shall declare the opening and closing of each plenary meeting of the session. He or she shall direct the discussions in plenary meetings, and at such meetings ensure observance of these Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Rules, shall have complete control over the proceedings at any meetings. He or she may, in the course of the discussion of an item, propose to the CPM the limitation of the time to be allowed to speakers, the number of times each delegation may speak on any question, the closure of the list of speakers, the suspension or adjournment of the meeting, or the adjournment or closure of the debate on the item under discussion.
- ◆ The chairperson, or a vice-chairperson acting as chairperson, shall not vote but may appoint an alternate, associate or adviser from his or her delegation to vote in his or her place.
- ◆ The chairperson, in the exercise of his or her functions, remains under the authority of the CPM.

Rotation of the CPM chairperson and vice-chairperson

In 2013, CPM-8 endorsed guidelines for rotation of the CPM chairperson and vice-chairperson.²⁸

The CPM chairpersonship and vice-chairpersonship will rotate among the seven FAO regions in the following sequence: Asia, Southwest Pacific, Latin America and the Caribbean, Africa, North America, Near East and North Africa, and Europe and Central Asia, followed by a grouping that would include only the four largest regions (those regions with the largest number of countries): Asia, Latin America and the Caribbean, Europe and Central Asia, Africa, and then followed by the first seven listed above, and so forth. The rotation scheme would thus be: 7–4–7–4.

Following the rotation scheme identified above, the region that is next in line for occupying the position of the chairperson will propose a candidate for the vice-chairperson. In the following term, the region occupying the position of the vice-chairperson will propose a candidate for the position of the chairperson.

2.1.3 CPM sessions

During its regular annual sessions, many matters are put forward to the CPM for decisions or agreement of its members. These matters can have different levels of importance and different implications for CPM members. These matters include decisions or agreement on ISPMs, CPM recommendations, short- or long-term procedural and administrative matters, and long-term operational matters.

The IPPC Secretariat recommend that the guide for participation at CPM meetings is read alongside this manual.

When is the CPM meeting?

The CPM meets during March or April each year at FAO headquarters in Rome, Italy.

²⁸ CPM-8 (2013), agenda item 7.1.2 and Appendix 6 (Attachment II).

Box 1. Key milestones before and after a CPM meeting

CPM invitations sent	12 weeks before CPM meeting (usually in January)
Draft ISPMs posted on IPP in all languages	minimum 6 weeks before CPM meeting
CPM papers posted on IPP in all languages	minimum 4 weeks before CPM meeting
CPs submit objections on draft ISPMs	3 weeks before CPM meeting
Adopted CPM report in all languages published on the IPP	8 weeks after CPM meeting
Adopted ISPMs published on IPP	8 weeks after CPM meeting

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

CPM invitations and registration

Attendance at the CPM meeting is by invitation of 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.

Participants at CPM meetings can be:

- ◆ contracting parties
- ◆ observers

Observers at CPM meetings

Observers can attend CPM meeting as per Rule VII of the convention.

Observers to CPM meetings may: (1) participate in the discussions, subject to the approval of the chairperson of the commission and without the right to vote; (2) receive the documents other than those of a restricted nature, and (3) circulate, without abridgement, the views of the organization or country that they represent on particular items of the agenda.

Observers can be:

- ◆ Observer Countries (non-contracting party);
- ◆ RPPOs;
- ◆ United Nations organizations;
- ◆ intergovernmental organizations;
- ◆ non-state actors, which may be:
 - academia and research organizations,
 - private-sector organizations,
 - civil-society organizations.

The CPM follows FAO house rules when granting observer status. If an organization has been granted observer status at a previous CPM meeting, it is assumed the organization will be granted the same status at each consecutive meeting. If the CPM or the IPPC Secretariat wish to invite a new organization to attend the CPM after official invitations have been distributed, then a request with justification should be sent to the appropriate FAO office for approval.

Box 2. Verification of CPM credentials

What happens at CPM meetings when credentials are verified?	A Credentials Committee is established and meets, together with a representative of the FAO Legal Office, to review the credentials. The CPM is presented with the Credentials Committee report for approval.
What are the top reasons why credentials have been considered “not valid” in the past?	In the majority of the cases where credentials have not been considered valid this is because they were not signed by the right person as foreseen in the relevant FAO Council’s decisions.

Note: CPM, Commission on Phytosanitary Measures; FAO, Food and Agriculture Organization of the United Nations.

CPM registration and credentials

Online registration is accessible through the password-protected area of the FAO Members Gateway. Instructions for online registration can be downloaded from the website²⁹ once registration is open.

Credentials of the representative or representatives, as well as the names of alternate representatives and advisers attending the session, should be submitted to the IPPC Secretariat at the following email address: IPPC@fao.org. The credentials are verified at the CPM meeting (Box 2).

Please note that credentials of Members and Associate Members of the Organization are considered valid if they:

- i. 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
- ii. 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
- iii. are “Ordres de Mission” if specific mention is made to the session of the CPM, and if they are signed by the Minister concerned; or
- iv. are *notes verbales*.

Scanned copies of the original credentials are acceptable.

A sample credential is available in the appendix of this manual.

Funding criteria for contracting parties

The organization that employs a meeting participant is responsible for funding the travel and daily subsistence allowance for that person to be able to attend an IPPC meeting. If the employer is unable to allocate sufficient funds, participants are encouraged to seek assistance from other sources. 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, with the understanding that resources are limited and the priority for financial assistance is given to developing country participants.

The IPPC Secretariat uses a set of criteria³⁰ for prioritizing participants to receive travel assistance to attend meetings organized by the IPPC Secretariat. The criteria for funding posted on the IPP are updated annually. Exceptions are at the discretion of the IPPC Secretariat.

²⁹ FAO Members Gateway: <https://www.fao.org/members-gateway/home/en/>

³⁰ Funding criteria for IPPC CPs: <https://www.ippc.int/en/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings/>

CPM papers

Papers for CPM meetings are posted on the IPP, according to FAO rules for commission meetings. There are three types of CPM papers: DOC, INF and conference room papers (CRPs). Each of these can also be a REV.

1. DOC papers (e.g. CPM 2023/02)

A DOC paper always contains one or several decisions. This is the most frequent type of paper prepared for CPM meetings. The CPM is invited to do something, such as approve, adopt or note. These papers should be posted **at least six weeks before** to the meeting in all six official FAO languages, although this is not always possible in practice.

In special cases, an annex might remain in one language (e.g. if it relates only to the Spanish version of an ISPM). Examples of a typical CPM DOC include papers requiring the adoption of a standard or procedure, policy papers and reports to be noted.

2. INF papers (e.g., CPM 2023/INF/02)

An INF paper never contains decisions. These papers usually provide background information on an activity, a programme, etc. An “INF” paper signals to CPM members that no decision will be required on that topic.

The IPPC Secretariat, usually in consultation with the CPM chairperson, determines whether to translate INFs depending on the cost of translation, the need for all members to have it in their language, and the origin of the paper. In general, INFs provided by contracting parties or organizations are usually made available only in the language or languages in which they were provided.

Contracting parties or organizations may provide papers containing advance reactions on some DOCs or agenda items. Such papers can be made available as INF papers to ensure that all members are prepared and to facilitate discussions. This is decided by the IPPC Secretariat in consultation with the chairperson.

3. CRPs (e.g. CPM 2023/CRP/02)

A CRP is a paper made available after the CPM meeting begins, and which might be for information or for CPM decision. The decision to distribute a paper as a CRP is taken by the IPPC Secretariat in consultation with the chairperson, i.e. requests from a CP or an organization for a paper to be distributed should always be examined with the chairperson before producing a CRP.

There are two main types of CRPs:

- (1) A procedure, text or decision in a DOC is discussed in plenary, but either there are many changes (difficult to follow orally) or a group is mandated to revise the text (evening session, friends of the chair). A CRP is produced and is presented to the CPM for the decision as stated in the original paper. This kind of CRP is often translated, but this is a decision to be taken by the IPPC Secretariat in consultation with the chairperson. If the CRP modifies a decision proposed in a DOC and is not translated, then the modified decision will be read out so that it can be interpreted in all languages.
- (2) A country or organization provides comments or information within a week before the meeting or after the start of the meeting. These CRPs are normally presented in the language they were provided.

4. REV (CPM 2023/2/REV.1)

A REV is a revision of a DOC, an INF or a CRP. These are produced after the first version was made available to CPM members (e.g. to correct errors or to add information). REVs are usually produced in advance of a meeting. In a few cases, a REV might be circulated at the beginning of a meeting.

CPM report

The reporting of CPM meetings is detailed in Rule VIII of the [CPM ROP](#).

This rule states that, at each session, the commission shall approve a report embodying its views, recommendations and conclusions, including, when requested, a statement of minority views. Such other records, for its own use, as the commission may on occasion decide, shall also be maintained.

In line with this rule, the CPM draft report is made available electronically (posted on the IPP) in all languages on the Friday morning of the week of the CPM and is adopted in session on Friday afternoon before the closing of the CPM session.

As per FAO instructions for governing body meeting reports, individual interventions are not recorded in the CPM report. The reports focus on key discussion points and decisions.

Functions of the CPM rapporteur (in session and intersessionally)

As per **Rule II.1** of the [CPM ROP](#), the commission shall elect a rapporteur for each regular session from among the delegates. No delegate shall be eligible without the concurrence of the respective head of delegation.

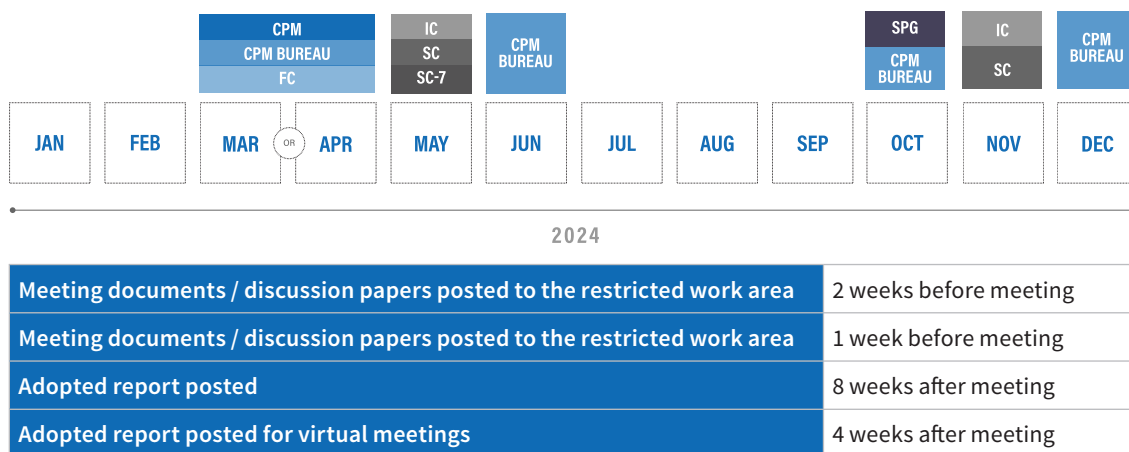
The main functions of the rapporteur as approved by the CPM Bureau³¹ are to:

- ◆ 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.

³¹ CPM Bureau meeting October 2023, agenda item 4.2 (Appendix 4).

2.2 CPM SUBSIDIARY BODIES

Figure 2. Sample calendar of CPM subsidiary-body meetings and associated milestones for documents



Notes: CPM, Commission on Phytosanitary Measures; FAO, Food and Agriculture Organization of the United Nations; IC, Implementation and Capacity Development Committee; FC, Finance Committee; SC, Standards Committee; SC-7, SC Working Group; SPG, Strategic Planning Group.

Source: Authors' own elaboration.

2.2.1 CPM Bureau

The [CPM Bureau membership](#) consists of seven members: one from each of the seven FAO regions.

The CPM Bureau is responsible for:

The purpose of the CPM Bureau is to provide guidance to the CPM on the strategic direction, financial and operational management of its activities in cooperation with others as approved by the CPM.

As appropriate, members of the CPM Bureau will also assist the CPM in its administrative and operational duties. The CPM Bureau provides continuity in the management of the CPM and, through representation of all FAO regions, facilitates the expression of all viewpoints on strategic, administrative and procedural matters on an ongoing basis.

CPM Bureau Rules of Procedure

Detailed ROP for the CPM Bureau are attached in Annex I of the [CPM ROP](#).

Meetings of the CPM Bureau

The CPM Bureau usually meets in March or April (before to the CPM meeting), in June, in October (before the SPG) and in December (Figure 2). The meetings in March/April, June and October are held in person, while the December meeting is held virtually.

The chairperson of the CPM is the chairperson of the CPM Bureau.

The rapporteur of a CPM Bureau meeting is elected by the CPM Bureau members participating in that meeting.

³² CPM Bureau meeting October 2023, agenda item 4.2.

The main functions of the rapporteur (as approved by the CPM Bureau³²) are to:

- ◆ ensure that the draft report prepared by the secretariat is an accurate record of the discussions and decisions of the meeting;
- ◆ help to clarify, as required, points of doubt that arise in session regarding decisions made earlier in the meeting;
- ◆ assist the secretariat in reviewing and finalizing the draft meeting report after the meeting; and
- ◆ assist the secretariat in resolving any divergent or ambiguous comments on the draft report submitted by CPM Bureau members, with the final decision on such issues resting with the rapporteur in liaison with the chairperson of that meeting.

The CPM Bureau agreed³² that CPM subsidiary bodies should be encouraged to adopt the reports of face-to-face meetings at the end of the meeting, rather than afterwards, where possible. Meeting reports of face-to-face CPM Bureau meetings held in conjunction with CPM or SPG meetings would be adopted after the meeting.

Selection of CPM Bureau members and replacement members³³

As per **Rule II** of the **CPM ROP** the commission shall elect a chairperson, a vice chairperson and other persons from among the delegates to form a commission bureau of seven persons, so that each FAO region is represented (Figure 3). FAO regions select their candidates for CPM Bureau membership on the basis of the procedures agreed within each region.

FAO regions shall nominate replacements for members of the CPM Bureau and submit them to the CPM for election. Replacements should be eligible to be members as set forth in these Rules. Each FAO region shall select a maximum of two replacements for CPM election. If a member of the CPM Bureau, other than the chairperson, becomes unavailable for a meeting, their respective replacement may act as a substitute for them during that specific meeting. If a member of the CPM Bureau becomes unavailable on a long-term basis, for unavoidable reasons, resigns or no longer meets the qualifications required for being a CPM Bureau member, the replacement will substitute the CPM Bureau member for the remainder of the term of office for which he or she has been elected. The replacement should be from the same region as the member of the CPM Bureau being replaced.

The guidelines for the selection and nomination of CPM Bureau members were endorsed by CPM-8 (2013).

Nomination, in the context of the CPM, is an official statement provided by the respective FAO regional chairperson to the IPPC Secretariat that proposes members of relevant CPM subsidiary bodies (CPM Bureau and SC). Membership to these bodies has an expiry date and, therefore, the CPM needs to elect new members and potential replacement members at each CPM meeting. The IC composition and the process of replacement of members are described in the **IC TOR and ROP**.

In mid-January, the IPPC secretary sends a letter to the designated representative for each FAO regional group. Nominations are **ONLY** considered valid when sent from this designated representative, unless otherwise specified:

- ◆ as of 2016, the Asia regional group and the North America regional group will submit their nominations through their CPM Bureau member;
- ◆ for the North America regional group, the co-chairpersons are copied, as well as the executive director of the North American Plant Protection Organization (NAPPO); and

³² CPM Bureau meeting October 2023, agenda item 4.2.

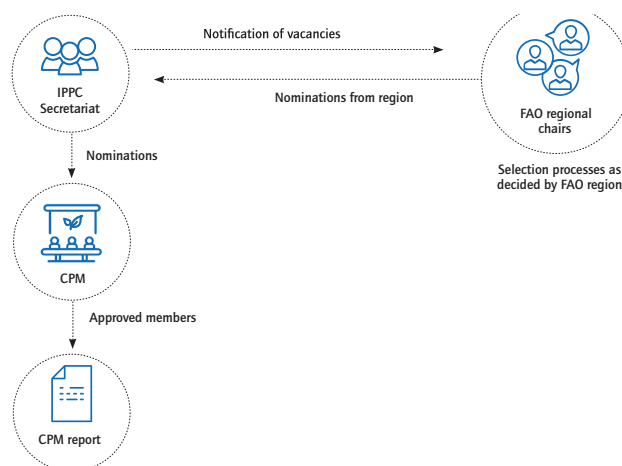
³³ CPM Bureau replacement membership list: <https://www.ippc.int/en/publications/89724/>

- ◆ nominations for Europe come through the director-general of the European and Mediterranean Plant Protection Organization (EPPO) with the FAO regional chairperson in copy.

All received nominations should be complete and accurate. Check for completeness in the following way:

- ◆ Nominations to elect a new CPM Bureau member must contain a **curriculum vitae** outlining professional experience, the **contact information** of the nominee and a **signed statement of commitment form**.³⁴ Each region should provide the nominations for the vacant posts, e.g. when the term of the current member is ended or becomes vacant.

Figure 3. Process for nominations for CPM Bureau and SC memberships



Notes: CPM, Commission on Phytosanitary Measures; FAO, Food and Agriculture Organization of the United Nations; IPPC, International Plant Protection Convention; SC, Standards Committee.

Source: Authors' own elaboration.

2.2.2 IPPC Financial Committee

The IPPC Financial Committee (FC) was established by CPM-7 (2012)³⁵ in the framework of the IPPC Resource Mobilization Strategy.

The CPM Bureau agreed³⁶ that it would be more efficient for the whole bureau to serve as the Finance Committee, to avoid having to repeat the same discussions. The FC however, would have its own agenda and chairperson.

The FC meets at least once per year, preferably immediately following a CPM Bureau meeting. Additional meetings may be agreed by the FC in consultation with the CPM Bureau and the IPPC Secretariat.

The FC is responsible for:

- ◆ providing advice on financial matters and resource mobilization issues to the CPM Bureau and the IPPC Secretariat.

Financial Committee Terms of Reference

In 2018, CPM-13 adopted the **revised TOR** for the FC to include an observer clause.³⁷

³⁴ IPPC statement of commitment form: <https://www.ippc.int/en/publications/ippc-statement-commitment/>

³⁵ CPM-7 (2012) meeting, agenda item 9.2 (Appendix 7).

³⁶ CPM Bureau December 2023 meeting, agenda item 9.

³⁷ CPM-13 (2018), agenda item 8.5 (Appendix 6).

2.2.3 Standards Committee

The IPPC Procedure Manual for Standard Setting contains all necessary information and is available on the IPP. For the purposes of this manual, a brief description of the SC is presented below.

The commission established the SC as its standard setting body at the CPM-1 (2006).³⁸

The **SC membership** consists of 25 members, drawn from all of the seven FAO regions: Africa, Asia, Europe and Central Asia, Latin America and the Caribbean, Near East and North Africa, North America, and the Southwest Pacific.

The SC holds two in-person meetings per year, in May and November.

The SC is responsible for:

- ◆ overseeing the **standard setting activities**;
- ◆ managing the development of **ISPMs**; and
- ◆ providing guidance and oversight to the work of **technical panels (TPs)** and **expert working groups (EWGs)**.

SC Rules of Procedure and Terms of Reference

In 2018 CPM-13 adopted the **revised ROP and TOR for the SC** to include the participation of a member of the IC in the SC.³⁹

Standards Committee Working Group (SC-7)

The SC selects from within its members a subgroup of seven experts (one from each region), the SC-7, to undertake detailed work on draft standards and specifications.

The SC-7 is responsible for:

- ◆ examining all of the substantive comments (including proposed amendments) from the first consultation on draft ISPMs, identified by the steward;
- ◆ reviewing and revising draft ISPMs prepared by the steward in response to comments and proposing revisions to the SC;
- ◆ drafting SC responses to substantive comments not incorporated into the draft ISPM, as identified by the steward; proposing which changes to the draft ISPM should be considered further by the SC;
- ◆ explaining the proposed revisions to draft ISPMs to the SC as required; and
- ◆ performing other functions regarding draft standards and specifications as directed by the SC.

³⁷ CPM-13 (2018), agenda item 8.5 (Appendix 6).

³⁸ The SC was previously established by ICPM-4 (2002) to replace the former Interim Standards Committee and its predecessor, the Committee of Experts on Phytosanitary Measures (CEPM).

³⁹ CPM-13 (2018), agenda item 10.3 (Appendix 11).

2.2.4 Implementation and Capacity Development Committee

The IPPC Procedure Manual for Implementation and Capacity Development contains all necessary information and procedures of the IC. For the purposes of this manual, a brief description of the IC and its work is presented below.

The IC⁴⁰ is a subsidiary body of the CPM that develops, monitors and oversees an integrated programme to support the implementation of the IPPC and strengthen the phytosanitary capacity of contracting parties.

The IC membership consists of 14 members (seven regional representatives, five experts, a representative of the RPPOs and a representative of the SC).

The IC holds two in-person meetings per year, in May and November.

The IC provides technical oversight of activities to enhance the capacities of contracting parties to implement the IPPC and meet the strategic objectives agreed by the CPM.

The IC:

- ◆ identifies and reviews the baseline capacity and capability required by contracting parties to implement the IPPC;
- ◆ analyses issues constraining the effective implementation of the IPPC and develops innovative ways to address impediments;
- ◆ develops and facilitates delivery of an implementation support programme to enable contracting parties to meet and surpass the baseline capacity and capability;
- ◆ monitors and evaluates the efficacy and impact of implementation activities and reports on progress that indicates the state of plant protection around the world;
- ◆ oversees dispute avoidance;
- ◆ oversees national reporting obligation (NRO) processes; and
- ◆ works with the IPPC Secretariat, potential donors and the CPM to secure sustainable funding for its activities.

IC Terms of Reference and Rules of Procedure

In 2022, CPM-16 approved revised IC TOR and ROP for the IC to achieve better alignment with those of the SC and to bring greater clarity.⁴¹

2.2.5 Strategic Planning Group

Before the establishment of the current SPG, there was a CPM Informal Working Group on Strategic Planning and Technical Assistance (SPTA), whose TOR and ROP were revoked by CPM 8 (2013).⁴²

The SPG is composed of the members of the CPM Bureau, the chairpersons of the IC and the SC, representatives of the RPPOs and other interested persons representing contracting parties.

The purpose of the SPG is to provide strategic perspective to the work of the IPPC and to support improvement through the provision of recommendations and advice to the CPM on any issues that have been referred and other issues related to the functions of the SPG.

⁴⁰ Many of the activities of the committee were previously carried out by the Capacity Development Committee (CDC), which has now been dissolved.

⁴¹ CPM-16 (2022), agenda item 8.6 (Appendix 4).

⁴² CPM-8 (2013), agenda item 7.4.

The SPG is responsible for:

- ◆ providing periodic review of the IPPC Strategic Framework; and
- ◆ providing strategic advice on the following specific issues:
 - implementation of the IPPC,
 - capacity development,
 - information exchange,
 - standards development,
 - review of plant protection,
 - resource mobilization and finance,
 - communication issues,
 - procedural issues,
 - operational issues, and
 - any other activity referred by the CPM.

SPG Rules of Procedure

In 2018, the CPM-13 approved [revised ROP](#), amended to reflect the new IC and the fact that RPPOs were now invited to participate in order to provide their input into strategic planning.⁴³

Meetings of the SPG

The SPG meets at least once a year, and no less than four months before the CPM meeting, to allow for report preparation and the undertaking of specified activities before the CPM meeting.

The SPG is usually in October at FAO headquarters in Rome, Italy.

Other interested persons representing contracting parties 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.

⁴³ CPM-13 (2018), agenda item 8.2 (Appendix 4).

2.3 CPM FOCUS GROUPS AND WORKING GROUPS

As of November 2023, there are six active CPM focus groups. Each CPM focus group has its own mandate and TOR approved by the CPM or the CPM Bureau on behalf of the CPM. Some of the focus groups currently active are implementing the DAIs of the [IPPC Strategic Framework 2020–2030](#).

The SPG in its October 2022 meeting identified the need to develop a clear sequencing and staging for implementation of the [IPPC Strategic Framework 2020–2030](#) DAIs. In this regard, the SPG recommended to the CPM Bureau a need for staged establishment of CPM focus groups to continue sequencing the implementation of the DAIs.

In December 2023,⁴⁴ the CPM Bureau approved a new template for TOR for CPM focus groups.

2.3.1 CPM Focus Group on Climate Change and Phytosanitary Issues

The Focus Group on Climate Change and Phytosanitary Issues (FG-CCPI) was established by the CPM 15 (2021),⁴⁵ which adopted the [TOR for the FG-CCPI](#).

The primary role of the FG-CCPI is to coordinate efforts on the development agenda item for “Assessment and management of climate change impacts on plant health” and to support the implementation and delivery of an action plan between 2022–2025.

2.3.2 CPM Focus Group on Sea Containers

In 2021, CPM-15 discussed how best to move forward on the work related to the Sea Containers Task Force (SCTF), whose mandate ended at the end of 2021. The CPM requested that the SCTF develop draft TOR for a CPM Focus Group on Sea Containers.

The CPM Focus Group on Sea Containers was established by CPM-16 (2022),⁴⁶ which also approved the [TOR for the Focus Group on Sea Containers](#).

The purpose of the focus group is to review all relevant materials and recommendations, develop viable options that will contribute to risk management and provide the CPM with recommendations, including the option to develop an ISPM.

2.3.3 CPM Focus Group on the Safe Provision of Food and Other Humanitarian Aid

The Focus Group on the Safe Provision of Food and Other Humanitarian Aid was established by CPM 16 (2022),⁴⁷ which also approved the [TOR for the Focus Group on the Safe Provision of Food and Other Humanitarian Aid](#).

The main objectives of this focus group are to ensure international cooperation to prevent the global spread of plant pests, understand the concerns raised by, and propose solutions for, the development of a standard and other supplementary tools, and outline the key principles, requirements and other aspects of a global standard on the “Safe Provision of Food and Other Humanitarian Aid”.

⁴⁴ December Bureau December 2023 meeting, agenda item 4.4 (Appendix 4).

⁴⁵ CPM-15 (2021), agenda item 8.3.

⁴⁶ CPM-16 (2022), agenda item 11.3.

⁴⁷ CPM-16 (2022), agenda item 9.3.3.

2.3.4 CPM Focus Group on Sustainable Funding for the IPPC ePhyto Solution

The CPM Focus Group on Sustainable Funding for the IPPC ePhyto Solution was established by CPM-15 (2021).⁴⁸ The CPM Bureau approved the [TOR for the Focus Group on Sustainable Funding for the IPPC ePhyto Solution](#) on behalf of the CPM.

The primary role of the focus group is to establish an interim phase of funding for the ePhyto Solution and prepare a proposal on a long-term funding mechanism.

2.3.5 CPM Focus Group on Global Research Coordination

The CPM Focus Group on Global Phytosanitary Research Coordination was established by CPM 17 (2023).⁴⁹

The purpose of this focus group (pending approval by CPM-18 (2024)) is to develop an implementation plan for the IPPC Strategic Framework 2020–2030 development agenda item for “Global Phytosanitary Research Coordination” that contains clear start dates, milestones, a feasible timeline, a monitoring and evaluation framework, and an adequate estimation of required budget and staff, which may be used for resource mobilization purposes. The CPM decided to form the focus group ahead of the recommended start date for this development agenda item in 2025, at the earliest. During the scope and plan phase, a study is to be conducted to build an understanding of the coordination mechanisms that already exist, such as Euphresco, what gaps the IPPC could fill (or whether existing mechanisms are sufficient). The continuation of the DAI would be subject to a CPM decision.

As of December 2023, the TORs are being developed for this focus group.

2.3.6 CPM Focus Group on Diagnostic Laboratory Networking

The CPM Focus Group on Diagnostic Laboratory Networking was established by CPM-17 (2023).⁵⁰

The aim of the focus group (pending approval by CPM-18 (2024)) is to assist in gathering information for the design of a global network of diagnostic laboratory services and diagnostic protocols for plant pests. It will also analyse the results of an assessment on the current “state of the art on diagnostic laboratories network in the world” prepared by an international consultant and develop an implementation plan for this IPPC Strategic Framework 2020–2030 development agenda item.

The focus group will also define the scope of what would constitute an “IPPC laboratory diagnostic networking” and develop an implementation action plan.

As of December 2023, the TORs are being developed for this focus group.

⁴⁸ CPM-15 (2021), agenda item 13.1.

⁴⁹ CPM-17 (2023), agenda item 12.1.

⁵⁰ CPM-16 (2022), agenda item 8.8.1.

2.3.7 Task Force on Topics

The Task Force on Topics (TFT) evaluates topic submissions received during the biennial Call for Topics: Standards and Implementation. The topics are reviewed against a set of criteria, and the TFT makes recommendations to the SC or IC for further consideration.

In 2018, CPM-13 approved the [TOR and ROP for the TFT](#), the [Criteria for the Justification and Prioritization of Proposed Topics and the process for the Call for Topics: Standards and Implementation](#).

2.3.8 Global Pest Outbreak Alert and Response Systems Steering Group

The CPM Focus Group on the Strengthening Pest Outbreak Alert and Response Systems (POARS) provided its recommendations in 2022, advocating for the creation of a new CPM subsidiary body, the POARS Committee. The SPG expressed concerns about the long-term impact, funding implications and challenges of establishing a new CPM subsidiary body and the need to consider the potential costs, benefits and returns on investment. To explore these elements in depth, the focus group suggested that a steering group on POARS could be established as an interim measure, following the model of the ePhyto Steering Group.

The Steering Group on POARS was established by CPM-16 (2022)⁵⁰ for two years (as an interim measure) and the TOR were approved by the CPM Bureau in May 2022.⁵¹

The Steering Group on POARS provides coordination, guidance and advice on IPPC actions to develop and implement a Global Pest Outbreak Alert and Response System, avoiding duplication and building synergies with other systems.

⁵¹ CPM Bureau May 2022 meeting report, agenda item 6.

2.4 INTERNATIONAL STANDARDS FOR PHYTOSANITARY MEASURES

International Standards for Phytosanitary Measures are standards adopted by the CPM. The first ISPM was adopted in 1993.

As of November 2023, there are 46 **adopted ISPMs** (ISPM 30 being revoked), 33 diagnostic protocols and 45 phytosanitary treatments.

The IPPC and ISPMs are essential in the international harmonization of phytosanitary measures and in the promotion of global cooperation on the facilitation of safe trade. They help to

- ◆ prevent the introduction and establishment of plant pests;
- ◆ protect farmers from economically devastating pest outbreaks;
- ◆ prevent damage to the environment and protect ecosystems;
- ◆ protect industries and consumers from the costs of pest control or eradication; and
- ◆ facilitate international trade.

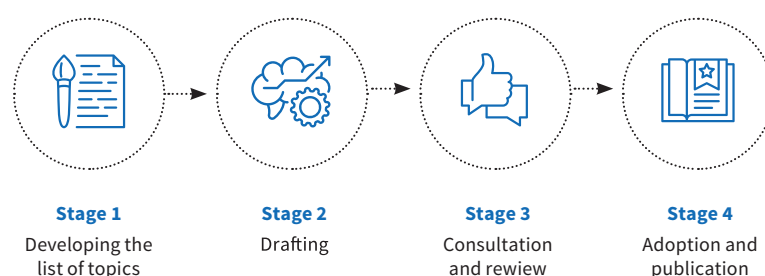
2.4.1 Standard Setting Procedure

The current **Standard Setting Procedure** (Figure 4), which forms Annex III of the ROP of the CPM, was adopted by CPM-11 (2016).⁵²

Standards are drafted via a transparent and inclusive standard setting process by international experts and go through a consultation process before being adopted by the CPM. The standard setting process is overseen by the CPM Standards Committee and facilitated by the IPPC Secretariat's Standard Setting Unit.

The **IPPC Procedure Manual for Standard Setting** provides detailed explanations for individual steps of the Standard Setting Procedure as well as flow charts showing the steps within annual timelines.

Figure 4. Overview of the Standard Setting Procedure



Source: Authors' own elaboration.

⁵² CPM-11 (2016), agenda item 9.5 (Appendix 7).

2.5 CPM RECOMMENDATIONS

CPM recommendations are decisions and agreements made by the CPM, according to existing procedures, and are intended to promote or achieve the objectives of the IPPC.⁵³ These decisions and agreements may consist of directions, guidance or calls to action to contracting parties or the IPPC Secretariat or both, on matters that may not be appropriately or effectively expressed as an ISPM, on which phytosanitary measure(s) are based.

As of November 2023, there are nine adopted CPM recommendations.

Although not considered standards, the development of CPM recommendations is managed by the Standard Setting Unit of the IPPC Secretariat. Therefore, the procedure for developing a CPM recommendation and the main criteria⁵⁴ are included in the IPPC Procedure Manual for Standard Setting.

2.5.1 Consultation for CPM recommendations

Before adoption, the CPM approves the draft CPM recommendation for a [consultation period](#) where it is circulated for comments along with the rationale or justification for its need. The draft CPM recommendation is prepared by the IPPC Secretariat (or, where appropriate, by the contracting party making the proposal) and is made publicly available, with comments solicited through the [IPPC Online Comment System \(OCS\)](#).

For more information on the OCS, please visit the [OCS page on the IPP](#). Please contact the IPPC Secretariat (IPPC-OCS@fao.org) for assistance using the OCS.

The consultation period for CPM recommendations usually opens on 1 July each year.

⁵³ As noted by CPM-4 (2009). See the CPM-4 (2009) report, section 13.9, paragraph 193.3; CPM-10 (2015) adopted a revised process for adopting CPM recommendations.

⁵⁴ Agreed by CPM-12 (2017), agenda item 8.7 (Appendix 08).

3. IPPC partnership framework

On behalf of the CPM, the IPPC Secretariat maintains strong links with organizations that share common interests and objectives, with the purpose of supporting the implementation of the convention, ISPMs and CPM recommendations, the [IPPC Strategic Framework 2020–2030](#) and the annual IPPC workplans and budgets. These agreements can range from informal, flexible arrangements to highly defined relationships. For example, the IPPC Secretariat has strong relationships with RPOs and works with them to assist contracting parties in implementing the IPPC.

The IPPC Secretariat also cooperates with many other external partners and organizations to create synergy towards achieving common goals. The current partners of the IPPC Secretariat are available on the IPP.

In 2023, the CPM-17 adopted the [IPPC Partnership Framework](#).⁵⁵

Recalling Article VIII and Article I.1 of the IPPC, the IPPC Partnership Framework should take into consideration the evolving environment, paying particular attention to the IPPC Strategic Framework 2020–2030 and the CPM and IPPC Secretariat positions within the FAO.⁵⁶

The IPPC Secretariat reviews the memoranda of understanding that FAO concludes with any entity, and joins the negotiations as appropriate, reporting back on such activities to the CPM and the CPM Bureau. These activities are not included in the IPPC Partnership Framework as they are the IPPC Secretariat's routine duties to deliver the IPPC mission, vision, goals and workplan. Also, such activities originate from FAO and are the consequence of the daily monitoring of activities by the IPPC Secretariat as part of the Organization's structure.

⁵⁵ CPM-17 (2023), agenda item 15.3.

⁵⁶ Article I.1 of the IPPC: "With the purpose of securing common and effective action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control, the contracting parties undertake to adopt the legislative, technical and administrative measures specified in this Convention and in supplementary agreements pursuant to Article XVI."



4. IPPC funding and resources

Basic funding and resources for the work programme of the commission are currently provided by countries mainly through the FAO budget (Regular Programme Funds). A trust fund for the IPPC has also been established.⁵⁷ Additional funds have been provided by contracting parties to support a particular meeting or programme. Support to the IPPC Secretariat and the work programme, in the form of Associate Professional Officers (APO) and visiting experts, has also been provided by contracting parties. As part of the convention's technical assistance, some of these funds from FAO and the contracting parties are used to allow attendance at meetings by representatives from developing countries.

4.1 IPPC SECRETARIAT PROCEDURES FOR BUDGET PLANNING AND REPORTING

The IPPC Secretariat should prepare the first draft of the Workplan and Budget for implementation during the following year and present it to the CPM Bureau at its October meeting. The CPM Bureau should consider the draft, propose improvements and adjustments, and approve it for further consideration by the CPM Bureau at its December meeting. The CPM will consider the Work Plan and Budget and approve it for implementation in the following calendar year.

⁵⁷ The financial guidelines for the Trust Fund for the IPPC were originally adopted by ICPM-5 (2003) Appendix XI, revised by ICPM-7 (2005) Appendix XVI, and the CPM-4 (2009) Appendix 21 and published in the CPM-5 (2010) report, Appendix XIII. The financial guidelines for the Trust Fund for the IPPC were originally adopted by ICPM-5 (2003) Appendix XI, revised by ICPM-7 (2005) Appendix XVI, and CPM-4 (2009) Appendix 21 and published in the CPM-5 (2010) report, Appendix XIII.

4.2 HOW TO CONTRIBUTE TO THE IPPC SECRETARIAT

4.2.1 Financially

The IPPC Secretariat has set up a special multilateral trust fund. Any money donated into this trust fund is used to promote the work of the IPPC. The IPPC Secretariat receives the donations annually and allocates funds to specific projects. Each year, a full financial report of expenditures and accomplishments is presented for review by the commission. For the administration of the fund, the FAO charges a six percent administrative fee as funds are spent. Donors can easily donate any amount to this fund by simply transferring funds.

For longer term programmes with higher amounts of funding, contracting parties can set up individual FAO/IPPC projects to support specific activities.

For banking instructions to prepare a transfer, please send an email to ippc@fao.org.

4.2.2 “In-kind” contributions

National plant protection organizations, RPPOs or other types of groups may contribute to the work programme of the IPPC by contributing experts to work for the IPPC Secretariat over a period of time (e.g. one or more years) as visiting scientists or consultants. Experts may work on standards, technical assistance, information exchange or other important issues. Such experts may work at the secretariat’s offices, or work at their home location. Organizations may also contribute by sponsoring specific meetings or working groups (e.g. hosting an expert working group or the Standards Committee), or by sponsoring the attendance of other countries to meetings. Organizations may also contribute staff to work on tasks. Assistance from NPPOs and RPPOs greatly assists the secretariat with its workload during a particularly busy period in the work programme.

4.2.3 Associate Professional Officers

Countries have assisted the secretariat by providing APOs. Associate Professional Officers are young professionals who are funded by their host government to work in the IPPC Secretariat, typically for a period of two years. Associate Professional Officers have an opportunity to gain experience working in an international organization, while the secretariat benefits by having additional assistance for specific elements of the work programme.

To learn more about options for contributing to the work of the IPPC, please contact the Secretariat (ippc@fao.org).

Appendix

Sample Credentials

[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 **18th 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).

International Plant Protection Convention Secretariat
ippc@fao.org | <https://www.ippc.int>

Food and Agriculture Organization of the United Nations
Rome, Italy