



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

COMMISSION ON PHYTOSANITARY MEASURES

Second Session

Rome, 26-30 March 2007

Statement of Commitment

Agenda Item 10.3.2 of the Provisional Agenda

1. The IPPC Secretariat has ran into difficulty with some meetings as certain experts originally selected to take part in these have not been allowed to travel or have cancelled their participation at the last minute, Non-refundable deposits may have been paid and failure by an expert to attend a meeting can jeopardize the outcome. Had it been known in a timely fashion that the originally selected experts could not or would not take part, other nominees could have been selected instead for these positions.
2. The IPPC Secretariat believes that governments, supervisors and nominees may not be aware of the level of commitment needed at the time of nomination and of the consequences of non-attendance at a meeting. It believes that it would be beneficial if the expectations were clearly presented to the nominees prior to their nominations being submitted to the Secretariat. The nominees would in turn be able to ensure that their superiors are aware of the commitment and could seek commitment to be allowed to attend expert meetings. This awareness might help reduce last minute cancellations and the effort needed, on the part of the Secretariat, to try to get these individuals released for travel.
3. A statement of commitment was reviewed and amended by both the Informal Working Group on Strategic Planning and Technical Assistance and the Standards Committee (SC). The SC discussed the usefulness of this statement. The SC generally thought that, although this document would create more work for experts and would not solve all the problems associated with nominees not attending or contributing to meetings, it would be beneficial and in particular it would highlight expectations and help ensure that those expectations were communicated to the superiors of experts.
4. Some concerns were raised in regards to travel assistance for those who need to attend multiple meetings, noting that the cost to their governments was high. It was noted that ICPM-2 (1999) recommended that, whenever possible, members of the Standards Committee and those

For reasons of economy, this document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies, unless strictly indispensable.

Most FAO meeting documents are available on Internet at www.fao.org

participating in standard setting activities voluntarily fund their travel and subsistence to attend meetings. However, these participants may request financial assistance from FAO for such activities, with the understanding that the priority for financial assistance is given to developing country participants.

5. The CPM is invited to:
 1. *Agree* to the concept of a written statement of commitment from nominees;
 2. *Note* the form as attached.



INTERNATIONAL PLANT PROTECTION CONVENTION (IPPC)

STATEMENT OF COMMITMENT

Each nominee is requested to read the information listed and referenced in Appendix 1 for the relevant body and complete and sign this statement of commitment.

1. IPPC body (Standards Committee, Subsidiary Body on Dispute Settlement, Technical Panel, Expert Working Group, IPP Support Group, etc.):

Expected meeting date and location, if relevant:

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 commit the time required. I have also discussed the time commitment and financial resources¹ (as appropriate) with my employer to carry out my duties if my nomination is approved for the body indicated under section 1 above.

Signature

Date

Contact details for nominee:

Name: (LAST NAME in upper case, given names)

E-mail:

Phone:

Fax:

Mailing address:

¹ 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.

APPENDIX 1**General duties relevant to all bodies:**

- allocate time, as appropriate, for travel to the meeting, attendance in the meeting 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 join in e-mail discussions or conference calls falling 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
- if unable to attend the meeting provide written notification to the IPPC Secretariat well in advance and before travel arrangements have been made
- other specific details may be found in the IPPC Procedural Manual (www.ippc.int/id/159891?language=en).

Standards Committee (SC) member duties, in addition to the above general duties:

- attend one to three SC meetings annually at FAO headquarters
- act as a steward for expert drafting group meetings held in various international locations
- participate in relevant regional workshops for reviewing draft ISPMs
- participate for the entirety of the 3 year term, as appropriate
- other duties as assigned.

Further details are provided in the following documents, found in the IPPC Procedural Manual:

- Terms of reference and Rules of procedure for the SC
- Guidelines on the duties of SC members
- Guidelines on the role and responsibilities of a steward of an ISPM.

Subsidiary Body on Dispute Settlement (SBDS) member duties, in addition to the above general duties:

- attend one annual meeting
- other duties as assigned.

Further details are provided in the following documents, found in the IPPC Procedural Manual:

- Terms of reference and Rules of procedure for the SBDS.

Technical panel member duties, in addition to the above general duties:

- attend at least one annual meeting
- long term commitment, no specified term
- other duties as assigned.

Further details are provided in the IPPC Procedural Manual:

- Terms of reference and Rules of procedure for TPs
- Guidelines for the composition and organization of expert working groups
- Guidelines for the operation of expert working groups.

Expert working group member duties, in addition to the above general duties:

- attend at least one week-long meeting.
- 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.

Diagnostic protocol editorial team member duties, in addition to the above general duties:

- on going e-mail consultation and liaison with lead author or discipline lead.

Further details are provided in ISPM No. 27 (*Diagnostic protocols for regulated pests*) and the IPPC Procedural Manual:

- Instructions to authors of diagnostic protocols.

IPP Support Group duties, in addition to the above general duties:

- attend at least one annual meeting
- e-mail consultation occasionally sought.