

January 2007



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

### Terms of Reference and Rules of Procedure for Technical Panels

### Agenda Item 9.4 of the Provisional Agenda

1. The concept of technical panels was established by the Sixth Session of the Interim Commission on Phytosanitary Measures (ICPM) in 2004.
2. Technical panels were formed to produce drafts for technical standards (including annexes, supplements and amendments) in the specific subject areas which have been endorsed by the CPM. The operation of technical panels follows the *Guidelines for the composition and organization of expert working groups*.
3. Each technical panel works to a specification set by the Standards Committee and reports directly to this committee. The standards prepared by technical panels are to be considered and adopted by the CPM using the fast-track standard setting process, when applicable. Apart from this difference in operating procedure, the main difference between technical panels and expert working groups is the period of membership. As noted in Rule 3 of the Rules of Procedure for Technical Panels, members may serve for an undefined period.
4. The draft Terms of Reference and Rules of Procedure for Technical Panels were considered and amended by the Standards Committee and Informal Working Group on Strategic Planning and Technical Assistance
5. The CPM is invited to:
  1. *Consider and note* the Terms of Reference and Rules of Procedure for Technical Panels.

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](http://www.fao.org)

## TERMS OF REFERENCE AND RULES OF PROCEDURE FOR TECHNICAL PANELS

### Terms of reference

#### **1. Establishment of Technical Panels**

Technical Panels (TPs) are standing committees established by the CPM and operating under the guidance of the Standards Committee (SC). TPs adhere to the IPPC procedure *Guidelines for the composition and organization of expert working groups*.

#### **2. Scope of Technical Panels**

TPs assist the SC in the development of International Standards for Phytosanitary Measures (ISPMs) in their specified subject areas.

#### **3. Objective**

The main objective of TPs is to oversee the development of standards, annexes, supplements, amendments or additions to standards in their specific subject areas, as well as advising the SC on scientific or technical matters.

#### **4. Structure of Technical Panels**

TPs should consist of 6-10 members representing a wide geographic area (including proportional developing country participation). In specific cases and depending on the subject area a TP may consist of more or less members according to the SC's decision.

#### **5. Functions of Technical Panels**

TPs operate under the guidance of the SC and serve as a forum for providing:

- draft standards, annexes, supplements, amendments or additions to standards in their specified subject areas and should, preferably submit such documents to the SC under the fast track procedure
- advice on country comments in their field of activity
- advice on topics and priorities for technical standard development in their field of activity, and
- other tasks as requested by the SC.

#### **6. IPPC Secretariat**

The Secretariat provides administrative, technical and editorial support as required by TPs. The Secretariat is responsible for reporting and record keeping.

#### **7. Disestablishment of Technical Panels**

When a TP has completed the specific work assigned to it, the SC should disestablish it.

### Rules of procedure

#### **Rule 1. Membership**

Members of Technical Panels (TPs) should have the necessary scientific expertise and subject matter experience and should be able to participate and contribute to the proceedings. The steward is considered a full member of the TP.

Membership of TPs should be reviewed by the SC on a regular basis and may be adjusted as necessary, taking into account, in particular, changes in the needs of scientific or other expertise required and in the professional duties of the experts.

**Rule 2. Procedure for Nomination and Selection of Technical Panel Members**

Members of TPs are nominated and selected according to the *Guidelines for the composition and organization of expert working groups* and a list of TP members is published on the International Phytosanitary Portal (IPP).

**Rule 3. Period of Membership**

Members of TPs may serve for an undefined period. The SC may, in accordance with Rule 2 of the Rules of procedure, change or amend the membership of TPs.

**Rule 4. Chair**

The Chairpersons of TPs are elected at each meeting by their members.

**Rule 5. Steward**

Each TP should have a steward selected by the SC, and where possible, the steward should be a member of the SC. The steward is responsible for liaison between the SC and the TP, ensuring the TP follows the guidance given by the SC.

**Rule 6. Participation by Other Stewards**

Where a TP is drafting a standard, annex or supplement, the steward for this document, if not a member of the TP, should also participate in the meeting.

**Rule 7. Sessions**

TPs normally meet at least once a year. E-mail, teleconferencing and other modern communication methods should be used where possible to prepare and supplement face to face meetings of TPs.

TP members should work according to the general procedures for TPs developed by the SC and, where appropriate, according to their own working procedures which are included in the IPPC Procedural Manual.

**Rule 8. Host and Rapporteur**

A host and/or rapporteur from the country or organization hosting the meeting may participate in the meeting.

**Rule 9. Approval**

Approvals relating to draft documents and agreement on advice provided to the SC should be sought by consensus and communicated to the SC by the steward.

**Rule 10. Observers**

TPs should not allow observers. In specific cases, the Secretariat may however invite individuals with specific expertise, but the invited expert should not participate as a member.

**Rule 11. Reports**

Summary reports of TP meetings should be published on the IPP.

A report on the activities of a TP should be made to the SC by the steward of the TP advising the SC of the specific actions that they are requested to take.

**Rule 12. Working Language**

English will be the working language of TP meetings.

**Rule 13. Amendments**

Amendments to the Rules of procedures and the Terms of reference, if required, should be approved by the SC and noted by the CPM.