



## STRATEGIC PLANNING GROUP: RULES OF PROCEDURE

*(Adopted by CPM-13 (2018))*

### Rule 1. Purpose

- [1] The purpose of the Strategic Planning Group (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 which have been referred and other issues related to the functions of the SPG.

### Rule 2. Functions

- [2] The SPG will meet its objectives through carrying out the following functions:
- provide periodic review of the IPPC strategic framework; and
  - provide strategic advice to the following specific issues:
    - implementation of the International Plant Protection Convention;
    - 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.

### Rule 3. Membership

- [3] The SPG will consist of:
- the members of the CPM Bureau;
  - the Chairpersons of the Implementation and Capacity Development Committee (IC) and the Standards Committee (SC);
  - representatives of the Regional Plant Protection Organizations (RPPOs);
  - other interested persons representing Contracting Parties.

### Rule 4. Meetings

- [4] The SPG will meet at least once a year and no less than four months prior to the CPM meeting, to allow for report preparation and the undertaking of specified activities before the CPM meeting.
- [5] The Vice-Chairperson of the CPM Bureau or in his/her absence another member of the CPM Bureau will chair the meetings of the SPG.
- [6] Other interested persons representing Contracting Parties with a specific interest in contributing to the strategic work of the SPG should indicate their intent to participate in a meeting of the SPG no less than 45 days prior to the beginning of the meeting. Wherever possible, members of the SPG will fund their own travel and daily subsistence to attend the meetings. Members of the CPM Bureau and the Chairpersons of the subsidiary bodies may request financial assistance from FAO for meetings, with

the understanding that priority for financial assistance, if available, is given to participants from developing countries.

#### **Rule 5. Recommendations**

- [7] The SPG strives for consensus on all issues in providing recommendations and advice to the CPM. Where no consensus can be reached, the CPM will be informed of the situation.

#### **Rule 6. Documentation, records and reports**

- [8] The Secretariat, in consultation with the Chairperson and the Vice-Chairperson of the CPM will prepare a provisional agenda and make it available to the members of the SPG no less than 45 days prior to the relevant SPG meeting.
- [9] Other meeting documents will be made available as soon as possible after the preparation of the provisional agenda and preferably no less than 14 days prior to the meeting.
- [10] The SPG will elect a rapporteur for each meeting from among the participants. The IPPC Secretariat will keep the records of the SPG meetings and prepare a report for the CPM no later than 30 days after the conclusion of the meeting.

#### **Rule 7. IPPC Secretariat**

- [11] The IPPC Secretariat will provide administrative, technical and editorial support as it may be required by the SPG.

#### **Rule 8. Language**

- [12] The business of the SPG should be conducted in English.

#### **Rule 9. Amendment**

- [13] Amendments to these rules of procedure for the SPG will be made by the CPM as required.