

**Caribbean Plant Health Directors
CPHD
Forum Charter**

2023

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Meeting of the CPHD
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Caribbean Plant Health Directors (CPHD) Forum Charter

INTRODUCTORY NOTE

With the signing of the WTO/SPS Agreement, there has been liberalization in the trade of plants and plant products and an obligation on all countries to provide sound scientific data to support the application of any plant health measure(s) and regulatory measures to safeguard their agriculture. Countries and territories, in the Caribbean Region face immense challenges in fulfilling this obligation for a number of reasons such as; lack of financial and human resources, technical competence and capacity, infrastructure, and baseline data. Further compounding the challenges is the reality that the Caribbean Region is one of the few regions that at the time of formation did not have a functioning regional plant protection organization. A functioning regional plant protection organization provides a platform to address regulatory and technical issues relative to invasive species in areas such as pest detection, mitigation and exclusion, as well as ensure an active voice and representation in the WTO/SPS and IPPC forums.

The Caribbean Region, comprising mainly small island land masses, is faced with special situations that need to be considered when international agreements are being made including (a) a large number of vulnerable species, (b) a high number of endemic species, (c) vulnerable habitats, and (d) sensitivity to climate change/sea level rise. The food import bill in most territories also takes a higher percentage of government spending than in other parts of the world

In an effort to address the challenges facing agriculture in the region, the first meeting of Caribbean Plant Health Directors (CPHD) was convened in Georgetown, Guyana on 23-25 April 2008. This meeting was convened in collaboration with the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Services (APHIS), the CARICOM Secretariat, the Inter-American Institute for Cooperation on Agriculture (IICA), and the Food and Agriculture Organization of the United Nations (FAO). Other organizations from the region that were included in this meeting were the French Agricultural Research Centre for International Development (CIRAD), Caribbean Agricultural Research and Development Institute (CARDI), and CAB International (CABI). Through this collaboration, twenty two Caribbean States were represented at the meeting. In this first meeting, the Chairman of CaribVET forum, the Caribbean Animal Health Network, was asked to present the format and functioning of that network. At the conclusion, the CPHD forum agreed to adopt a similar format and principles which guided the CaribVET.

The initial CPHD meeting provided the opportunity to share plant health information on pests of mutual concern, discuss assistance opportunities among member countries, territories and participating organizations, and formulate a regional safeguarding approach against invasive species. Additionally, CPHD formed five Technical Working Groups (TWGs) on plant health issues of regional importance and D-groups via the internet for real-time communication among members (supported by CARDI). Eventually, the forum expanded its focus on active strategies and projects to strengthen pest detection, mitigation and exclusion, regulatory and technical

activities. The TWGs are now as follows: 1) Palm Pest TWG; 2) Fruit Fly TWG; 3) Mollusk TWG; 4) Emergency Preparedness and Response TWG; and 5) Safeguarding TWG. Partner organizations and government entities contribute towards sustaining the CPHD Forum and its TWGs by providing funding and technical assistance.

PREAMBLE

The Plant Directors of the several countries, territories and organisations set out in Annex V to this Charter;

Noting the increasing liberalisation in the trade of plants and plant products and the corresponding obligations imposed on our respective countries and territories to provide sound scientific data in support of the application of health and regulatory measures;

Noting further the immense challenges faced by our respective countries and territories in fulfilling such obligations,

Cognisant of the large number of vulnerable endemic species in the Region, the high number of endemic species and vulnerable habitats that are sensitive to the threats posed by inter alia invasive species and climate change

Convinced of the need to unite our efforts to address the common challenges facing agricultural production, regional and international trade and the need to safeguard our plant genetic resources for food and agriculture and ecosystem services

ARTICLE 1 - PURPOSE

The Caribbean Plant Health Directors Forum (CPHD) is a collaboration of National Plant Health Services, Regional and International Organizations, Government Entities, Universities and Reference Laboratories with the common purpose of:

1. Safeguarding the plant resources of the Caribbean from the threat of quarantine pests
2. Improving plant health through the control and management of existing pests
3. Contributing to the expansion of production and facilitation of safe trade of agricultural commodities

in order to:

- a) increase food security?
- b) protect the unique environment
- c) enhance the quality of life and economic wellbeing of the people of the countries and territories of the Greater Caribbean Region.

The CPHD shall form the Technical Committee of the Caribbean Regional Plant Protection Organisation (RPPO)

ARTICLE 2 - INTERPRETATION

In this Charter, unless the context otherwise requires –

- “amendment” in Article 14 includes repeal or replacement;
- “CAHFSA” means the Caribbean Agricultural health and Food Safety Agency
- “CARICOM” means the Caribbean Community established by the Revised Treaty of Chaguaramas, signed in July 2001 in The Bahamas;
- “Forum” means the CHPD Forum;
- “Governing Body” means members of forum
- “Caribbean RPPO” means the Regional Plant Protection Organisation for the Caribbean which is the Caribbean Agricultural Health and Food Safety Agency (CAHFSA)
- “CPHD Forum” means the Caribbean Plant Health Directors Forum recognised herein;
- “Charter” includes the Annexes;
- “Chair” means the Chairperson of the Governing Body and Co-Chair shall be construed accordingly;
- “Member” means a member of the Forum;
- “Partner Organisation” means an organisation listed in Annex V;
- “Plant Health Director” means:
 - the functional head of any department, ministry or division of the government of the member country or territory responsible for plant health / protection;
- “Region” means the Region comprising the countries and territories set out in Annex V Part 1;
- “RPPO” means the Regional Plant Protection Organization
- “TWG” means Technical Working Group.

ARTICLE 3 - OBJECTIVES:

The objectives of the forum include but are not limited to, the following:

1. Providing a credible technical forum for discussions on current and emerging plant health issues at national, regional and international levels,
2. Encouraging technical discussions which allow for consensus building among Caribbean countries especially for their active input into meetings such as the Commission for Phytosanitary Measures (CPM) and the WTO/SPS Committee,
3. Advocating the use of International Standards and the application of appropriate phytosanitary measures in the production, distribution, import and export of plant and plant products,
4. Contributing to the national, regional and international efforts in:
 - a. pest diagnosis and management and,
 - b. protection of the Greater Caribbean region from the potential negative impact(s) of the introduction and spread of pests of quarantine importance.

5. Providing a forum to plan and implement capacity development in pest detection, mitigation and exclusion and other plant health related issues
6. Serving as an advocate to increase the capability of Member States in providing science based and up-to-date supporting data for all phytosanitary measures.
7. Advocating for structuring of harmonized national and regional pest surveillance mechanisms/programmes.
8. Encouraging:
 - a. the deployment of appropriate phytosanitary measures to improve plant health through the control and management of pests; and
 - b. increased production and trade of agricultural commodities;in an effort to increase food security, the protection of the environment and to enhance the quality of life and economic wellbeing of the people of the Region;
9. Developing and recommending regional strategies to be implemented regarding plant pests surveillance, management, emergency preparedness and pest exclusion; and
10. Updating the countries and territories of the Region and Partner Organizations on the plant health activities arising out of the Forum's activities
11. Fulfilling the functions as the Technical Committee of the Caribbean RPPO as set out in *The Caribbean Regional Plant Protection Organisation Operations Manual*

ARTICLE 4. - MEMBERSHIP OF THE CPHD FORUM:

1. The CPHD Forum shall be comprised of the following members:
 - a. Plant Health Directors – Membership shall be open to the Plant Health Directors of all countries and territories that comprise the Greater Caribbean Region. The member countries and territories of the CPHD Forum are listed in Appendix II. Each plant health director shall be a voting member of the CPHD forum and shall be entitled to one vote for each country or territory member.
 - b. Partner Organizations – These shall include representatives of regional and international organizations, government entities, universities and laboratories. These organizations are listed in Appendix II. Representatives of the Partner Organizations shall be non-voting members of the forum.
2. Plant Health Directors of eligible countries and territories who are not members of the forum may submit a request in writing to the Chair indicating their interest in becoming members. Any member of the CPHD Forum may nominate in writing to the Chair: any regional or international organization, government entity, university or laboratory for membership of the CPHD Forum. All such nominations must be approved by the CPHD Forum at the annual meeting.

ARTICLE 5 - ORGANISATIONAL STRUCTURE

The organizational structure of the Forum shall be as follows:

1. Governing Body;
 2. Steering Committee; and
 3. TWG's
1. The Governing Body is comprised of the Plant Health Directors of the countries and territories of the Greater Caribbean Region and representatives of the partner organizations as identified in Annex V. The Governing Body is responsible for delivering the outcomes and objectives and for the establishment of the Terms of Reference for the TWGs. The Terms of Reference of the Governing Body are set out in Annex I
 2. The Steering Committee is responsible for the execution of the decisions of the CPHD Forum, conducting the business of this body, overseeing the TWGs and organizing the meetings of the Forum. The Steering Committee is comprised of the Chair, Co-Chair, Technical Secretary, Chairs of the TWGs and representatives of the Partner Organizations as determined by the Governing Body. The Terms of Reference of the Steering Committee are set out in the Annex II
 3. TWG's are sub-committees of the CPHD Forum established to address an imminent pest threat or risk to plant health in the Region. Each TWG is comprised of a Chair, and at least three members, who possess qualifications and experience appropriate to the assignment of the relevant TWG. The Chair and members shall be appointed by the CPHD Forum. A list of the TWGs and their Terms of Reference are set out in Annex III

ARTICLE 6 - CPHD FORUM EXECUTIVES

The CPHD forum executives will be a Chair, Co-Chair and Technical Secretary, who will be elected at the CPHD meeting by the governing body by majority vote of the voting members. Only voting members may be nominated for these three (3) elected positions. Upon election these officers assume responsibility for the activities of the CPHD Forum for a two (2) year period. At the end of their term of office they are eligible for re-election. To ensure continuity of the operation of the Forum, the Chair and Co-Chair shall be elected on alternate years.

The CPHD Forum Executives along with the CAHFSAs Plant Health Specialist and a representative of one of the partner organisations, that has been approved by the General Body to function as the Forum's Secretariat, shall comprise the CPHD Executive Committee and shall be responsible for managing the day to day business of the forum so as to ensure that the policy decisions of the Governing Body and the work of the Forum is carried out by its respective Committees and TWG's

The TWGs will recommend a Chair of the TWG to the CPHD Forum for appointment. Chairs of the TWGs shall be appointed by the CPHD Forum for two (2) year terms and shall be eligible for re-appointment at the end of each term.

ARTICLE 7 - ELECTION PROCESS OF CPHD EXECUTIVES

1. At the Annual Meeting the Forum shall select two persons from among the Partner Organizations to serve as election officials. One shall be the *Presiding Officer* and the other shall be the *Returning Officer*.
2. The *Presiding Officer* shall be in charge of the election process. He/She shall receive nominations for the positions of Chair, Co-Chair and Technical Secretary.
3. The *Returning Officer* shall assist the Presiding Officer by
 - a. Ensuring that there is an accurate count of the votes
 - b. Verifying the eligibility of members to vote.
 - c. Recording the outcome of the vote
4. The vote for the Officers of the Forum shall be by secret ballot. Where there is an equality of the number of votes for officers, a second round of voting shall take place immediately.
5. Each Member Country / territory shall have one (1) vote for each position.
6. Notice of elections, nomination forms and election process
 - a. Notice of Elections and the appropriate forms for soliciting nominations shall be sent out two (2) months prior to the annual meeting of the CPHD. The completed nomination forms shall be returned to the election officials no later than one (1) month prior to the meeting. If no nominations for any of the positions are received by the deadline, then nominations shall be received at the meeting.
 - b. Any member Country or territory of the CPHD Forum can nominate and second candidates for the respective positions.
 - c. The election officials supervise the election and report the outcome to the CPHD Forum for ratification.
 - d. If only a single country/candidate is nominated for a position then that country/candidate shall be deemed to be duly elected.
 - e. If multiple countries/candidates are nominated then ballot papers shall be prepared by the election officials bearing the countries/candidates names in alphabetical order with the position being clearly identified.
 - f. If for any reason ballot papers are unavailable, a secret ballot shall be conducted by members writing the full name of their choice for the position on a blank piece of paper.

ARTICLE 8 - ROLES AND RESPONSIBILITIES OF THE CPHD FORUM CHAIR , CO-CHAIR AND TECHNICAL SECRETARY

1. **CPHD Chair roles and responsibilities**, includes but are not limited to:

- a. **Representing** the forum in the regional and international arena in the form of presentations, papers, reports of work of the Forum, etc.
 - b. **Functioning** as a permanent member of the Executive Committee of the Caribbean Regional Plant Protection Organization (RPPO)
 - c. **Assisting** in the planning and coordination of the meetings and activities of the TWGs and CPHD Forum
 - d. **Advocating** for funding and technical assistance for the activities of the CPHD Forum
 - e. **Assisting** in planning and execution of the Steering Committee meetings
 - f. **Preparing** technical papers and reports for CPHD Forum as needed
 - g. **Receiving** and **coordinating** the delivery of reports to CPHD members
 - h. **Providing** guidance on issues related to the CPHD Forum and the TWGs
 - i. **Providing** recommendations regarding the direction of the Forum and the TWGs
 - j. **Chairing** meetings of the annual CPHD Forum and the Steering Committee
 - k. **Advising** on formulation of programmes and projects for the CPHD Forum
2. **Co-Chair roles and responsibilities** includes but are not limited to:
- a. Acting for the Chair as and when necessary
 - b. Undertaking any or all of the roles of the Chair as an when required or necessary
 - c. Supporting the Chair in executing all of the assigned roles and responsibilities
3. **Technical Secretary Roles and Responsibilities**, include but are not limited to:
- a. **Assisting** the CPHD Chair and Co-Chair to follow up with CPHD members on actions and decisions of the meetings of the CPHD Forum
 - b. **Arranging** for the custody and preservation of the documents of each session of the CPHD and TWG meetings
 - c. **Recording** decisions and motions passed at the CPHD meetings
 - d. **Assisting** the CPHD Chair and Co-Chair in drafting and distributing correspondence

- e. **Assisting** with the logistical arrangements for the CPHD meetings (prior to and during the meetings)
- f. **Performing** any other relevant duties that might be requested by the CPHD Chair or Co-Chair

ARTICLE 9 - MEETINGS OF THE CPHD, STEERING COMMITTEE AND TWGs

1. The CPHD Forum shall meet at least once per year at a time and place determined by the Steering Committee. The annual meeting shall gather all members of the CPHD as listed in Annex V. The Plant Health Director of any country may designate a representative to participate in the CPHD meetings. In addition to the defined Objectives, this meeting serves to update Caribbean countries on the plant health activities arising out of the previous year's CPHD Forum and TWG meeting(s) and define regional strategies to be implemented regarding plant pests, surveillance, pest management and pest exclusion. Based on the updates and recommendations from the TWGs, it is expected that decisions will be made by the CPHD Forum. These decisions will be reported in the form of recommendations to be validated at the meeting and circulated after the meeting for implementation.
2. The Steering Committee shall meet at the request of the Chair as often as may be necessary for the transaction of the business of the Steering Committee.
3. Each TWG shall meet at the request of its Chair and with the approval of the CPHD Chair, as often as may be necessary for the transaction of the business of the TWG.
4. Members of the Governing Body, Steering Committee and TWGs shall seek to reach consensus in relation to all matters requiring decision. Where consensus is not achieved, decisions shall be taken by a simple majority of the Members present at such meeting. Each Member shall have one vote.
5. The quorum for any meeting of the Governing Body, Steering Committee or TWG shall be two thirds the number of Members.
6. Members may attend meetings via electronic and other suitable modes.
7. Subject to the above, the Governing Body shall from time to time articulate rules for the calling and conduct of meetings of the Governing Body.

ARTICLE 10 - AUTHORITY

The Forum may, through the Chair or Co-Chair of the Governing Body or such other person as the Governing Body may determine, conclude such agreements as may be necessary for the performance of its functions and the discharge of its business.

ARTICLE 11 - INFORMATION & CONFIDENTIALITY

1. The Forum shall participate in schemes for the exchange of information, in which data collection, analysis and interpretation adhere to scientific principles.
2. The Forum will ensure confidentiality of all information exchanged through any network and may require authority for publication or dissemination of such information in the seminars, newsletters, and bulletins to Members and the public in general.

ARTICLE 12 - FUNDING

1. The resources of the Forum shall comprise the subscription of its Members where applicable, and any donations from governments and governmental agencies, international, regional and non-governmental organisations, public and private corporations, partnerships and such other institutions as the Governing Body may determine.
2. The Governing Body shall be responsible for the financial affairs of the Forum and for this purpose shall:
 - (i) institute systems and measures to enable the Forum to provide a proper account of its finances;
 - (ii) cause the accounts of the Forum to be audited annually and
 - (iii) establish such committees as may be necessary to facilitate the proper management of the resources of the Forum.

ARTICLE 13 - MECHANISM FOR DECISIONS OUTSIDE OF THE ANNUAL CPHD FORUM

1. It is intended that the majority of decisions to be made by the CPHD Forum shall occur during the annual meetings. However, the following mechanism outlines the procedure for ad-hoc issues that may arise during the year where a decision is needed to implement action and gain support before the next annual meeting.

2. Decisions will be made where at least fifty percent (50%) of the CPHD voting members respond to a request for action circulated by the chair of the CPHD in order for the resolution to be implemented or accepted as a decision of the CPHD Forum.
3. In the event of an emergency, urgent or emerging plant health issue or situation in which a decision is needed from the CPHD Forum, the CPHD Chair will inform the members of the forum via email. A timeframe for responses will also be identified and CPHD members have an obligation to respond within the designated time allotted to ensure the necessary action can be taken.

ARTICLE 14 - OFFICIAL LANGUAGE

1. The official language of the Meeting shall be English

ARTICLE 15 - AMENDMENTS TO THE CHARTER

1. Any Member may propose amendments to the Charter and such amendments will require two-thirds majority of all the Members to be valid and effectual.

ARTICLE 16 - INTERNATIONAL OBLIGATIONS

1. The decisions and the recommendations of the Governing Body should not conflict with or contradict the obligations of the countries or territories of the Region or Partner Organisations under international and other agreements.

ARTICLE 17 - ADOPTION OF THE CHARTER

1. This Charter is adopted by resolution of the Governing Body.

ARTICLE 18 - DISPUTE RESOLUTION

1. The Members resolve to cooperate with each other and to participate fully in the activities of the Forum.
2. Any dispute between or among Members shall be resolved by way of negotiation.

ANNEX I – TERMS OF REFERENCE OF THE GOVERNING BODY

The CPHD Forum shall be responsible for the strategic planning, support and implementation for the policy determinations of regional plant health projects and programmes developed by the CPHD.

The CPHD Forum shall:

1. approve the operating budget of the Forum;
2. approve the plan of activities of the Forum;
3. approve applications for membership of the Forum;
4. select or approve the nomination of members to the Steering Committee;
5. select or approve the Chairman and members of the TWGs.

Implementation at the regional level will be supported by the Partner Organisations (USDA APHIS, IICA, CIRAD, CARICOM, CARDI, CABI and FAO) or any other organizations approved or recommended by the CPHD Forum.

Implementation at the national level will be effected on a daily basis by the Plant Health Director

ANNEX II - THE TERMS OF REFERENCE OF THE STEERING COMMITTEE

The Steering Committee Comprises the Executive of the CPHD Forum, the Chairs of the TWG's and representatives of the Partner Organisations as determined by the Governing Body.

The Steering Committee shall:

1. be responsible for coordinating the work of the TWG's so as to ensure that the decisions and strategic plans of the CPHD Forum are executed and implemented.
2. make recommendations to the Governing Body as these relate to strategic planning, objectives, outcomes and matters to be decided by the Governing Body.
3. prepare the agenda for the annual meetings of the Governing Body for approval by the Executive Committee
4. organize the meetings of the Forum and TWG's
5. review the operating budget for the Forum as prepared by the Executive Committee and submit the agreed budget proposal to the Governing Body
6. facilitate the implementation of different projects and activities conducted by the CPHD Forum
7. prepare projects and proposals to raise funds to finance the activities of the CPHD Forum

ANNEX III - THE TERMS OF REFERENCE OF THE TWG

The TWGs shall be responsible for the strategic planning and implementation of specific TWG projects/programmes. The TWG's to work collaboratively to safeguard the Caribbean Region from plant pest threats and risks in an effort to minimize the impact of introduction, economic damage, and spread of

pests through investigation, research, advice, and information on implementation, control, management and safeguarding measures.

A. Overall Goal of Each TWG

To establish harmonized technical and regulatory protocols for implementation at the regional level in relation to pests surveillance, mitigation and exclusion protocols, safeguarding measures, communication systems, data management, training in diagnostic. Specific plant health activities, to be conducted by TWG, may be requested by the CPHD Forum

B. Composition

The TWGs shall recommend a Chair to the CPHD Forum for appointment. Chairs of the TWGs shall be appointed by the CPHD Forum for two (2) year terms and shall be eligible for re-appointment at the end of each term.

The Chair has the right to co-opt other members into the working group to a maximum of 10 persons. If any conflict exists in the designation of a member, the Steering Committee shall make the final decision.

The working groups may be either pest-complex specific (e.g. Fruit fly, Palm Pests, Mollusks, etc.) or cross-cutting (e.g. Safeguarding). Communication for TWGs is primarily through electronic means via the D-groups and CPHD website.

D. Communication, Information Sharing and Use of Regional Experts

- a. The working groups shall request information or data from the competent authorities of the member countries as necessary for the conduct of their activities
- b. The Chair of each working group may invite non-members to meetings of the working group.
- c. Communication and working methods to be used by TWGs will generally be in the following three forms: 1) remote work, in particular by using available collaborative electronic working tools; 2) work meetings; and 3) the use of expertise for implementation of a TWG project/activity.

E. Outcome and Impact

TWG recommendations, protocols and project outcomes shall be reported and proposed to the annual meeting of the CPHD Forum for endorsement. Evaluation tools shall be

incorporated to determine outcomes and impacts. The CPHD Forum may make recommendations for the use of these protocols.

F. Specific Objectives, Roles and Actions of TWGs

Where necessary the following objectives/actions should be applied:

- ❖ Determine exclusion methods for pests that are of concern to the Caribbean;
- ❖ Determine the pest detection, response capability, and pathways for movement into the Region;
- ❖ Use the national pest lists to identify countries that may be infested, countries not yet infested, and countries potentially threatened due to trade;
- ❖ Identify the commodities/plant species affected;
- ❖ Identify alternate host commodities/species of pests of concern;
- ❖ Develop recommendations to be placed on Priority Pest list at national and regional level;
- ❖ Identify reference material for compilation of the Priority Pest Lists;
- ❖ Assist in establishing processes for conducting pest risk analyses;
- ❖ Determine and recommend where possible, systems for pest prevention and control in the field and at the ports of entry;
- ❖ Determine the best pest management practice and produce manuals and or technological recommendation packages for the Region;
- ❖ Determine the level of diagnostics required for effective pest detection nationally and regionally;
- ❖ Advise on pest surveillance activities/projects/programmes required for implementation;
- ❖ Recommend opportunities and identify needs for regional training and building capacity;
- ❖ Recommend systems approaches for produce to be implemented in the field prior to export inspection;
- ❖ Advise on public awareness and implement methods for increasing outreach;
- ❖ Identify opportunities to engage and include participation from private industry;
- ❖ Address emerging pest and plant health, and priority issues;
- ❖ Prepare discussion papers as needed;
- ❖ Assist in the development of national and/or regional notifications as per WTO/IPPC obligations;
- ❖ Prepare recommendations for international, regional or national considerations (including ISPMs etc.);
- ❖ Report to the CPHD Forum;
- ❖ Advise on synergies and opportunities with other regional and international initiatives, programmes and projects; and
- ❖ Advise on affiliations with other groups and associations.

G. Recommendation of the Chairman of the TWG

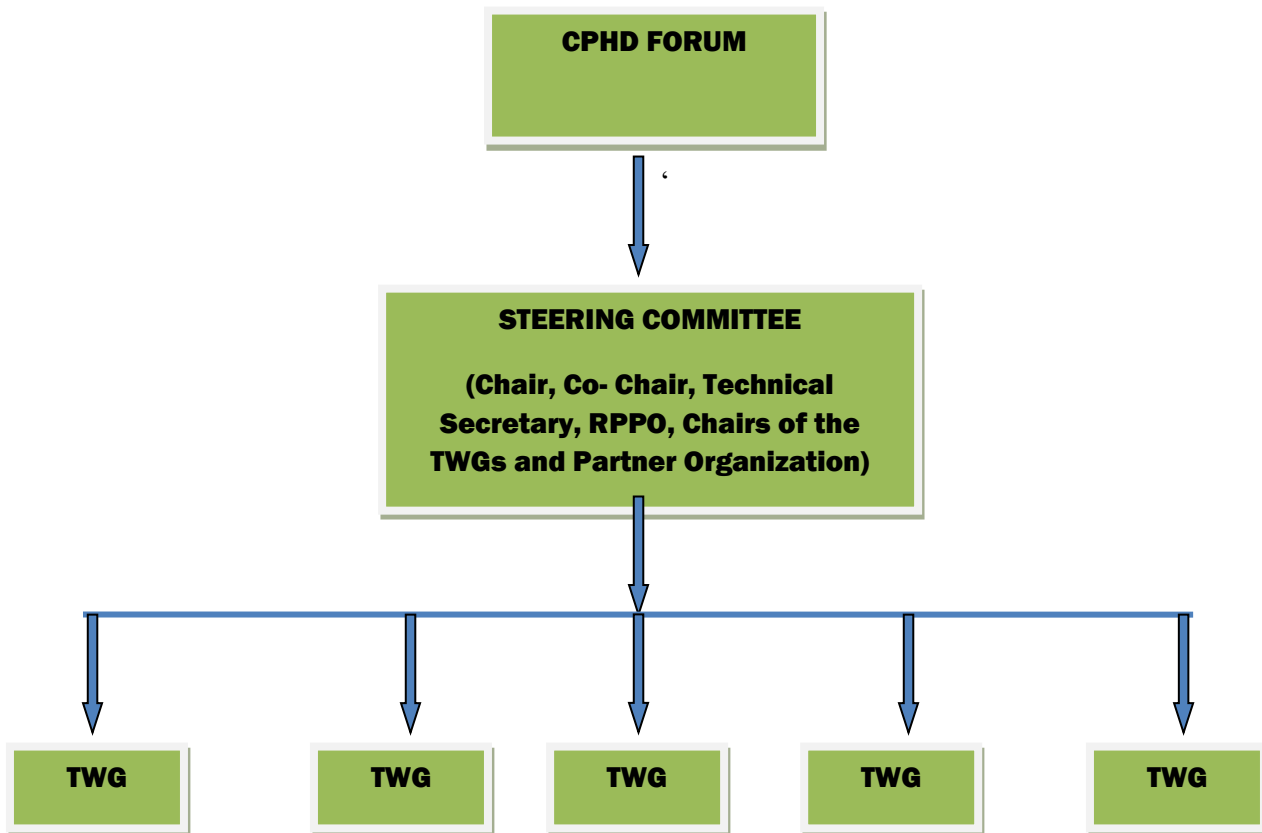
- The position of Chairman of the TWG shall be open to any member of the TWG whether a that member is a representative of member country/territory or a representative of a partner organization
- In accordance with Article 6., the members of the TWG shall, every 2 years nominate a member of the TWG to be recommended to the Forum Governing Body to the appointed or reappointed as Chairman
- Nominations of persons to be recommended for appointment as Chairman shall take place at an appropriate meeting of the TWG prior to the meeting of the Forum at which the Chairman is scheduled to be appointed.
- Where only one member is nominated that person shall be recommended to the Forum Governing Body for appointment. If more than one member is nominated, the member to be recommended shall be selected by simple majority vote via secret ballot of members present at the meeting.
- Once selected for recommendation, before said recommendation is made to the Forum, the member shall confirm to the CPHD Executive in writing that he has the approval and support from his government or partner organization to accept the position and associated duties and responsibilities. If such approval cannot be secured, an alternate shall be selected.
- In the event that the Forum Governing Body does not appoint of the selected nominee the CPHD Executive will direct the TWG to put forward another candidate and the current Chair will continue to serve until such time that the new nominee is proposed and appointed. In the event that this occurs between meetings of the CPHD Forum, the appointment shall be agreed under Article 13
- In the event that no recommendation for Chairman is received form the TWG, the Forum Governing Body shall appoint whichever member it deems suitable for the position.
- In the event that the Chair has to resign or becomes non-functional during the course of the year the CPHD Executive may instruct the TWG to select a new member for recommendation as Chairman (this can be done by round robin vote of TWG members) and the selected member will serve as Interim chair until such time as the recommended member can be appointed the CPHD forum either at the annual meeting or under Article 13
- A TWG Chair may be deemed ‘non-functioning’ by the CPHD Executive where that Chairman is not meeting his / her obligations in terms of holding meetings or submitting reports of the TWG.

H. List of Technical Working Groups (TWG)

- The Fruit Fly TWG
- The Palm Pest TWG
- The Mollusc TWG
- The Musa TWG
- The Emergency Response & Preparedness TWG
- The Safeguarding TWG
 - The Caribbean Pest Diagnostic Network (CPDN) Sub-TWG
 - The Pest Prioritization Committee of Experts
 - PRA Mentoring Committee
- The Communications TWG

ANNEX IV:

Organizational Chart of the Caribbean Plant Health Directors (CPHD) Forum



ANNEX V CPHD FORUM COMPOSITION

The CPHD Forum shall comprise of the following:

1. The Plant Health Director from each of the Caribbean countries/territories

- ❖ **CARICOM Member States:** Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St Lucia, St Kitts & Nevis, St Vincent & Grenadines, Suriname, Trinidad & Tobago
- ❖ **CARICOM's Associate Members:** Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Turk and Caicos
- ❖ **French territories:** Guadeloupe, French Guyana, Martinique, St. Martin
- ❖ **All other regional countries or territories of the Caribbean, including but not limited to:** Aruba, Bonaire, Cuba, Curacao, Dominican Republic, Puerto Rico, Saba, St. Eustatius, St. Maarten, USVI

2. Representative(s) from each of the following regional/international organizations and government entities, including but not limited to:

- ❖ CAB International (CABI)
- ❖ Caribbean Agricultural Health and Food Safety Agency (CAHFSA)
- ❖ Caribbean Agricultural Research and Development Institute (CARDI)
- ❖ Centre de Coopération Internationale en Recherche Agronomique pour le Développement(CIRAD)
- ❖ Caribbean Community and Common Market (CARICOM)
- ❖ Food and Agriculture Organization of the United Nations (FAO)
- ❖ Inter-American Institute for Cooperation on Agriculture (IICA)
- ❖ Organisation of Eastern Caribbean States (OECS)
- ❖ OIRSA
- ❖ United States Department of Agriculture, Animal and Plant Health Inspection Service (USDA APHIS)
- ❖ University of Florida (UF)
- ❖ University of Guyana (UG)
- ❖ University of the West Indies (UWI)