**Terms of Reference for the ePhyto Project Advisory Committee**

**I. Purpose**

1. The ePhyto Project Advisory Committee (PAC) provides advice to the IPPC Secretariat on the design, development and deployment of an ePhyto (electronic phytosanitary certification) system consisting of a global hub and generic national system to enable developing countries to exchange electronic phytosanitary information with their trading partners and increase the use of electronic phytosanitary certificates globally. The PAC also facilitates linkages and synergies with other trade facilitation initiatives aiming at the expansion of paperless trade through customs automation, Single Window operations, etc.

**II. Duration**

1. The PAC will remain active until the project is completed.

**III. Functions**

1. The PAC will:
2. Provide overall guidance to the Project Technical Committee (PTC) on project implementation matters to ensure a strategic, integrated and ordered approach;
3. Make recommendations on specific issues brought to its attention by the PTC;
4. monitor the delivery of the project based upon the performance indicators specified in the project plan logframe and measured through progress reports;
5. review project's mid-term review report and make recommendations on next steps accordingly;
6. review draft project's completion report and advise on future actions;
7. share information regarding developments occurring in other electronic certification efforts that may influence project's implementation;
8. identify opportunities for collaboration with international organizations undertaking similar electronic data exchange initiatives;
9. identify resource needs and opportunities that may arise during project's implementation and provide guidance and assistance in fundraising effort, and;
10. other related advisory functions as required.

**IV. Composition**

1. Members of the PAC include:
* The ePhyto Project Implementation Team (IPPC Secretariat, Project Manager and UNICC)
* The chair of the PTC
* One (1) representative from UN Centre for Trade and Development (UNCTAD), ASYCER
* One (1) representative from UN Centre For Trade Facilitation And E-Business (UN/CEFACT)
* One (1) representative from World Customs Organization (WCO)
* One (1) representative from the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
* One (1) representative from World Organisation for Animal Health (OIE)
* One (1) representative from CODEX Alimentarius
* One (1) representative from the World Bank
* Two (2) donor members from the Standard and Trade Development Facility (STDF)
1. Observers include:
* One (1) member of the IPPC Capacity Development Committee (CDC)
* One (1) representative of the UN Food and Agriculture Organization (FAO), Chief Information Office
* One (1) representative of the STDF Secretariat
1. Ad hoc participants:
* The PAC may invite other participants on ad hoc basis to provide guidance, information or administrative support when necessary.
1. A Chair will be selected from the membership.
2. PAC members should have extensive knowledge of global developments in electronic certification, project design, monitoring & evaluation experience in the context of developing countries.
3. PAC members should have the time available to actively participate and would be requested to confirm their willingness to take part in the PAC after having read and approved the present ToRs .

**V. Meetings**

1. The PAC will meet in-person at least annually. To reduce travel costs, in-person meetings will be scheduled to coincide with other meetings of the membership, where possible. Teleconferences and other virtual meetings will be scheduled as required.
2. The IPPC Secretariat will provide the logistical support required for the meetings of the PAC.

**VI. Funding**

1. To undertake this work, members will be self-funded or where required extra-budgetary resources will be identified so that the IPPC Secretariat may provide funding assistance.