Report of Virtual Meeting of the ePhyto steering group (ESG) and

Project Technical Committee (PTC)

Conference Call - 24 May 2017

# Participants:

Peter Neimanis

Craig Fedchock

Laura Vicaria

Walter Alessandrini

Maoyu Chen

Christian Dellis

Younes Kabbab

Josiah Syanda

Venkatram Venkateswaran

Shashank Rai

Shane Sela

Nico Horn

Before initiating the agenda points, it was commented that there is a need to remain focused on the basics of the ePhyto project, specifically the establishment of the Hub, the GeNS and the harmonization document. Some concerns were expressed regarding how broad and scatted much the activity is becoming. A strict focus needs to be placed on the execution of the Hub and the GeNS. It was highlighted that during the next meeting there needs to be further discussion on making sure that the team is working in a synchronized matter.

Adoption of agenda proceeded, with no further edits or comments.

# Introduction of Laura

Introduction of Laura Vicaria took place

# Update on current status of hub development – Venkat/Shashank

* The hub update began with reference to previous report. The report has been shared with the team. The design document for the hub is being produced and the infrastructure is being put into place. Within UNICC, a series of workshops have been taking place focused on the implementation of the requirements into the hub design and establishing the team in UNICC
* The plan that has been outlined carries significant detail that will allow a close approximation of when countries can expect to enter the pilot phase.
* However, the project timeline will need to be integrated with this outlined plan. Currently based on what has been completed so far, countries can be expected to start on-boarding by September-October.
* The team needs to provide feedback of the plan document
* It was noted that countries still need the on boarding document ASAP- in order to allow preparation to set up

# Finalization of the harmonization document - Christian/Walter/Younes

The harmonization document has been distributed among the team. It was further noted that the items in red are mandatory. While they should be kept at this stage, it is worth thinking in the long run to negotiate their removal with UNCEFACT. It was discussed and agreed to lock down this document as soon as possible. There will be items to edit and change in the future, however separate meetings can be organized to made additional amendments. It was suggested for the final comments and edits to be sent next week, and based on that, a final version will be generated that can be shared. It was requested that Craig make sure that the UNICC has access to the harmonization document.

# Status update of product description document- Nico

Discussion on this agenda point needs to take place again with Nico present.

Concerns were raised with regard to the expected detail of the list and the commitment to it by contracting parties. While the list will be outlined, we cannot expect all items to be on the list, making the list non enforceable. Further communication needs to take place with the SC with concerning the drafting of the list, and the expectations and commitment to it.

# Update on GeNS specification – Shashank/Venkat

Concern was raised with regards to potential changes that will be made on the website. It was noted that a meeting will be taking place in June to discuss changes of the website (between Shane and Christian)

The draft for specifications for the GeNS is expected to be available sometime during the first week of June. Based on the input from the Geneva meeting, three separate documents are in process of being developed and the UNICC is working on a specific proposal for the GeNS.

# Country progress – updates on Ghana, Sri Lanka, Samoa – Josiah/Pete

No updates available on these items, at this time

# IAG meeting preparations, Washington – Laura/Craig

The team was informed on the distribution of invitations to the agriculture representatives of a number of countries. It was also commented that additional participants from the World Bank (Bill Gain) and possible Kevin Harriger from US Customs may attend

The expectation for the meeting with Washington Embassy agricultural representatives at the Canadian Embassy is that it should stimulate them to report back to their capitals on the benefits of participating in ePhyto

On the second half of the day of the 28th a second meeting was suggested among present CPM Bureau and ESG members to bring alignment of future action and stress that the focus now should be on the basics, building slowly to a broader effort. .

# Proposed global symposium and last week’s APPPC commitment to support Malaysia as host  - Peter

An update on the proposed global ePhyto symposium to be held in Malaysia was presented; in addition to resources provided by Malaysia to hold the symposium the APPPC has also committed to help out financially. APPC is expected to write to Craig to confirm interest and intent. Based on discussions the workshop is expected to take place in November 2017. With this expectation the ESG should begin putting together an agenda. It was suggested that the outline of this agenda should be drafted after IAG meetings.

# Hub Domain Name – Laura

The team was updated and informed on the need to choose the name of the hub in order to register the domain. It was suggested that we keep the name: <http://ephyto.ippc.int/> . If there will be the need to change this domain in the future, a simple alias can be added. Final decision to be confirmed via email, with Shane’s approval.

# Action Items

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| --- | --- | --- | --- |
| **Action** | **Status** | **Officer** | **Due Date** |
| Shane to provide update on UNFCEFACT meeting and Development with World Bank | Done |  |  |
| Draft On boarding Document |  | Venkat | To discuss |
| Final Draft of Harmonization Document |  | Christian | End of June |
| Craig to share Harmonization Document with UNICC | Done |  |  |
| Set up meeting for the second half of the 28th of June with present CPM, Bureau and ESG members |  | Peter |  |