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

Project Technical Committee (PTC) -26th July 2017

**Participants:**

**Present:**

Peter Neimanis

Shane Sela

Nico Horn

Younes Kabbab

Laura Vicaria

**Absent:**

Craig Fedchock

Walter Alessandrini

Christian Dellis

Josiah Syanda

Venkatram Venkateswaran

Shashank Rai

Maoyu Chen

**Agenda:**

1. Update on current status of hub development and GeNS – Shane
2. Draft on Boarding Document- status : Shane
3. Harmonization document (Review)/ New Zealand Concerns – Shane/Peter/Christian
4. Website and upload of documents
5. Product Description Document/ feedback/status – Nico
6. Business Modelling survey – Shane
7. Update on next face to face ESG meeting – IPPC

**Update on current status of hub development and GeNS:**

Given that no representative of the UNICC was present at the virtual meeting, Shane provided a brief status review based on a recent meeting with the UNICC two weeks prior. He mentioned that initial testing had initiated. Their timelines are still quite firm despite many of their members being on vacation.

**Draft on Boarding Document- status:**

Once again, given UNICC’s absence she commented that the onboarding document is expected to be ready by end of July. It was mentioned that this document will need to be matched with documentation based on the business end of the project.

**Harmonization document:**

The email that New Zealand sent over with their recommendations, and security concerns was discussed. It was mainly commented that some of the comments will only be implementable after the pilot phase. Although originally Peter wanted to send an official response it was highlighted that Walter and Nico had already responded to New Zealand’s concerns via general email conversation.

It was highlighted that given the recent modifications applied to the harmonization document it should be ready to be locked down and shared to the other countries. Sharing this document is what will initiate a lot of work from the NPPO perspective. Walter confirmed that version 1.7 will be sent to the team, and ready for upload onto the site.

**Website and upload of documents- technical page:**

Shane and Christian have been working on setting up a mock technical page. The link to this page will be shared after the meeting to all members to look over the links and make any recommendations and comments.

Once all new modifications are applied based on feedback, the mock page will become the real page and the other will be taken down.

**Product Description Document/ feedback/status:**

Nico informed present members that no comments from the last version where received.

It will be formatted based on the structure that Christian suggested.

**Business modelling survey:**

Feedback was given based on the recent calls that took place with Tom with the ESG and IAG. Meeting notes will be distributed to all team members. Based on the discussion there was the general opinion that the pre-transaction methods is not a favorable one. Based on this it was decided that, the report should highlight that this method was considered, but based on input from team members, this method was dismissed.

Tom’s business model report will be discussed and evaluated in an expert meeting taking place in early November. At that stage there will be a more precise cost understanding following the pilot of the hub (not the GeNS). In addition to this, Tom will also be participating for one of the meeting days in Valencia to have a general discussion on the first draft of the report in early October.

**Update on next face to face ESG meeting:**

Meeting in Valencia from the 2-6th of October is coming up.

Invitation letter will be distributed in the coming days. The agenda is currently being drafted and will be shared with the team for their input in the coming weeks.