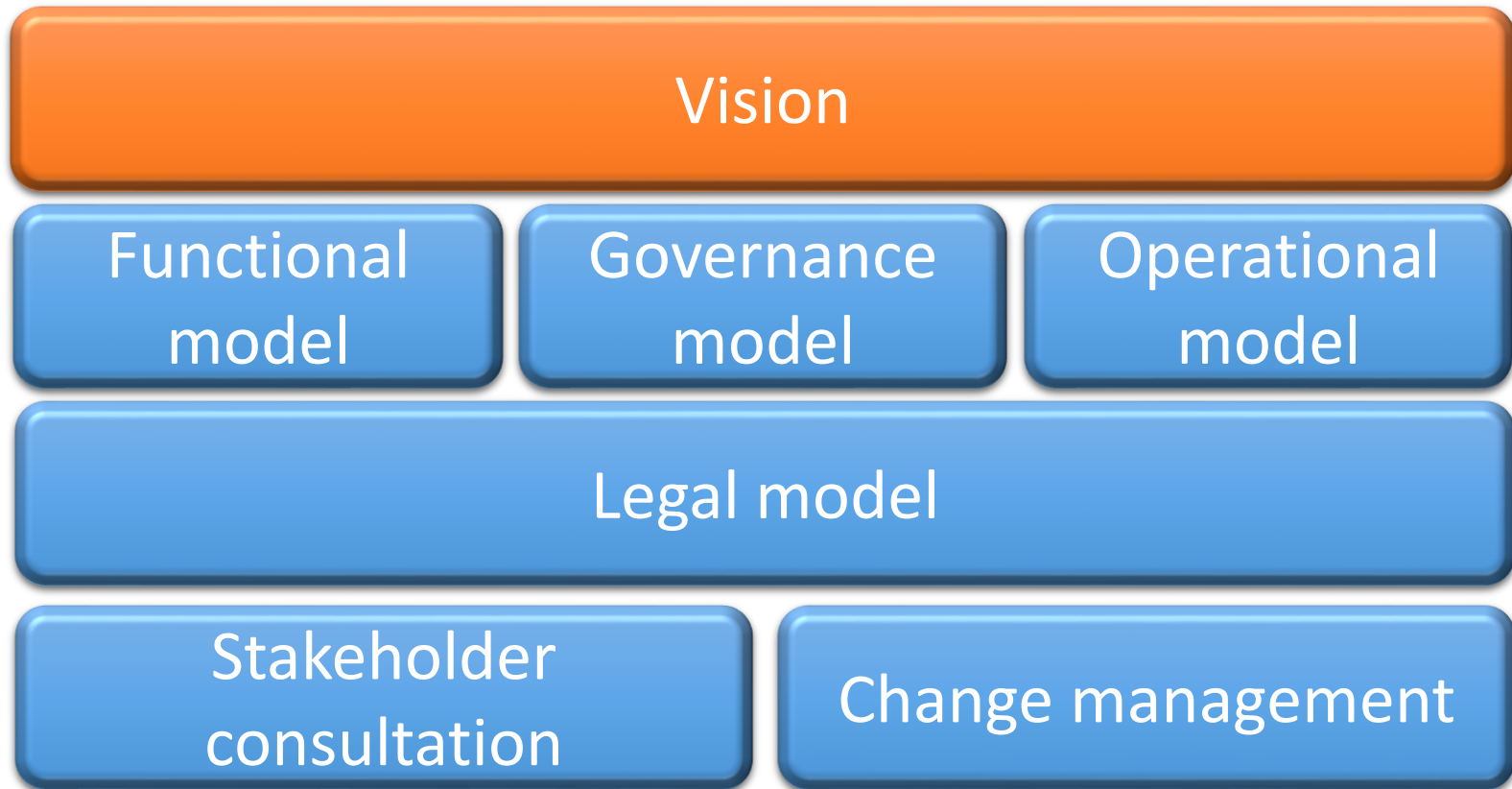


The International Plant Protection Convention

Developing a strategy for the implementation of ePhyto



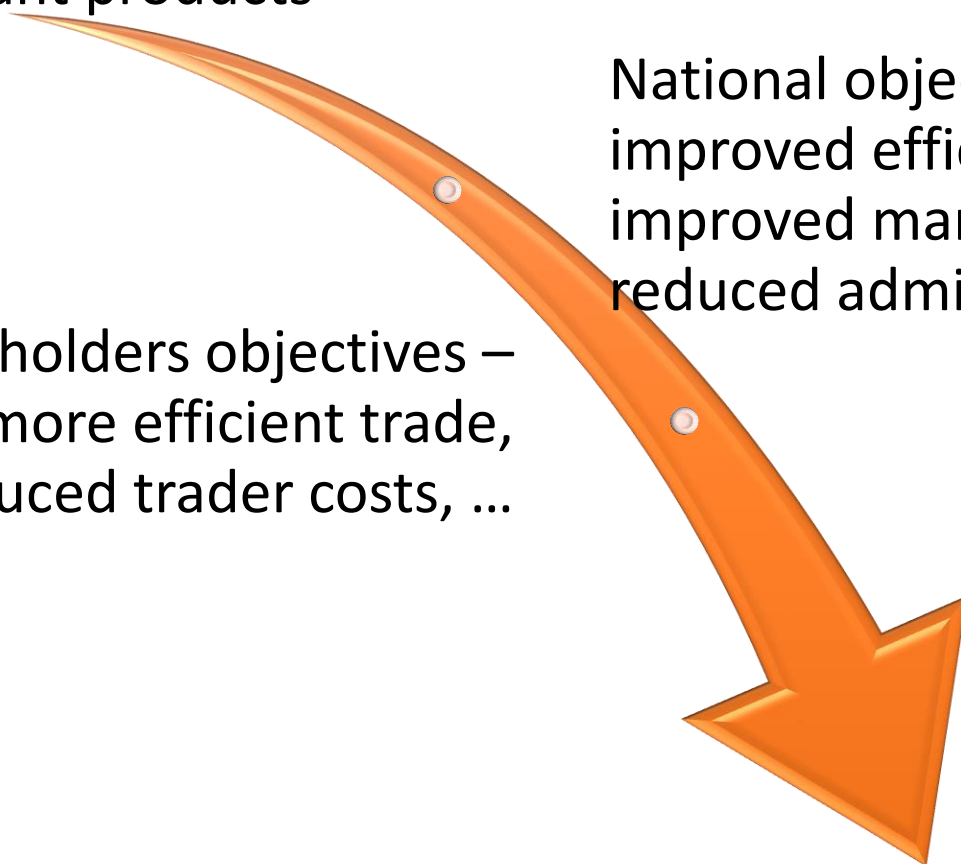
Components of a strategy for Implementing ePhyto



International - safe, secure
and efficient trade in plants
and plant products

National objectives –
improved efficiencies,
improved market access,
reduced administration...

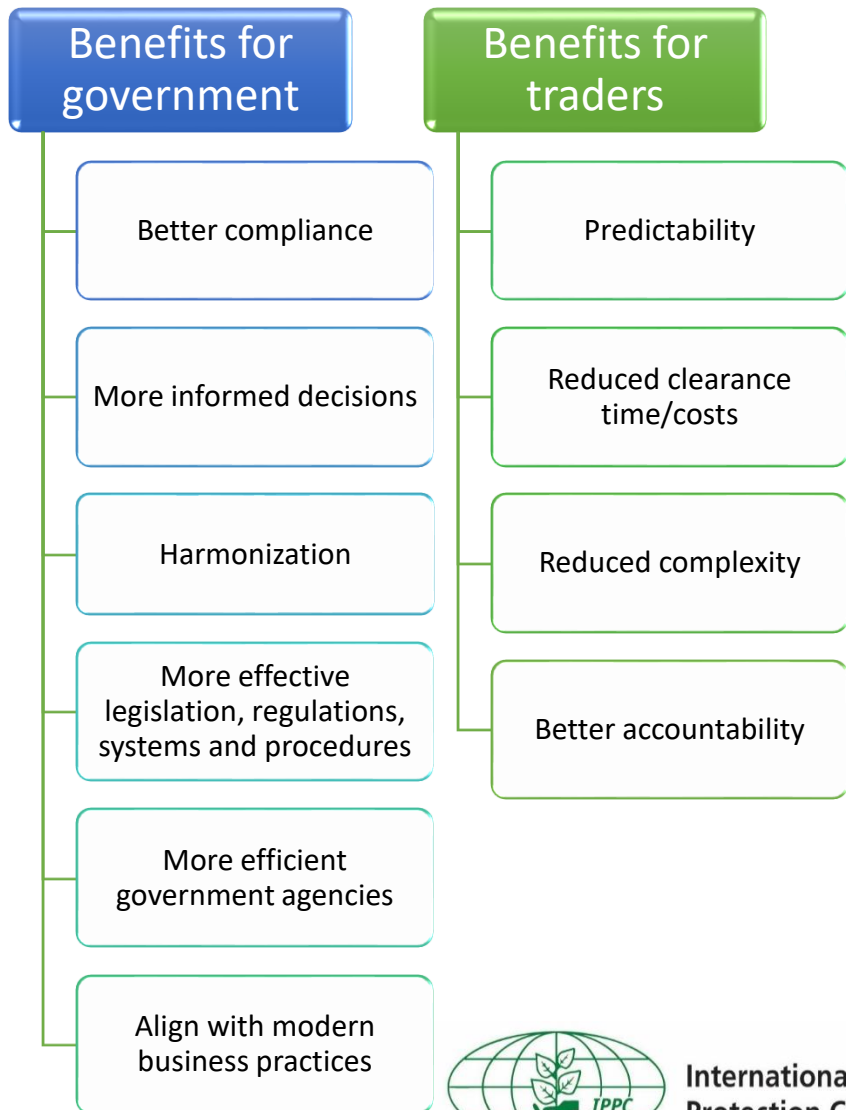
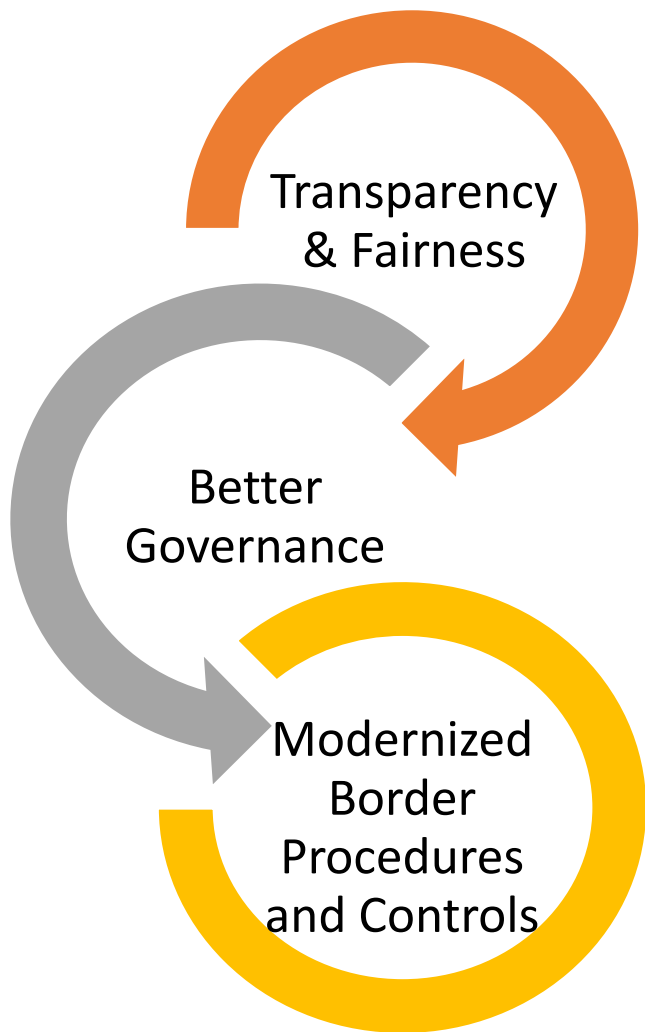
Stakeholders objectives –
more efficient trade,
reduced trader costs, ...



Vision



Objectives & benefits



Vision

What do the /government/ business owner/users/coperators/beneficiaries want?

What is the scope or objective in implementing electronic certification/ePhyto

- Are there government initiatives that support modernization of government, efficiency improvements in government processes, etc.? How do these influence the vision?
- Are there problems in paper certification that support moving to electronic certification?
- Are there major trade barriers that encourage implementation of ePhyto
- Is national competitiveness at stake due to trade-related barriers?
- Does your country have regional-level commitment to paperless trade initiatives'?
- Are other trade-related government agencies aware of and support the benefits of ePhyto?

What are the expected key features?

What issues is the implementation of ePhyto in the country responding to?



Vision

Is the trading community and stakeholders in phytosanitary certification aware of the benefits ePhyto?

Trade facilitation is often a key national initiative

- Is there a government mandate for trade facilitation?
- Is there a public commitment to trade facilitation from senior government officials?
- Are there initiatives or commitments from the private sector on trade facilitation?
- Has your government identified trade facilitation and in particular paperless trade as a policy objective?
- Is there a national trade (and transport) facilitation strategy such as Trade Facilitation Action Plan and/or a National Trade Facilitation Committee?
 - Do you participate in the Committee?
 - Does the committee support the establishment of ePhyto in the country?



Examples

Implement the International Standard for Phytosanitary Measures 12 in a manner that facilitates the trade of plants and plant products and improves the service delivery for traders through government automation, harmonization, transparency and access to and simplification of procedures

Exchanging electronic phytosanitary certificates will reduce fraudulent certificates, expedite the clearance of perishable commodities, and enhance compliance with SPS measures



Governance

Describes who oversees the overall implementation/operation. How oversight is undertaken

Describes the who's involved in the project

Who will be the business owner of the ePhyto?

Who are the stakeholders?

What is the project team

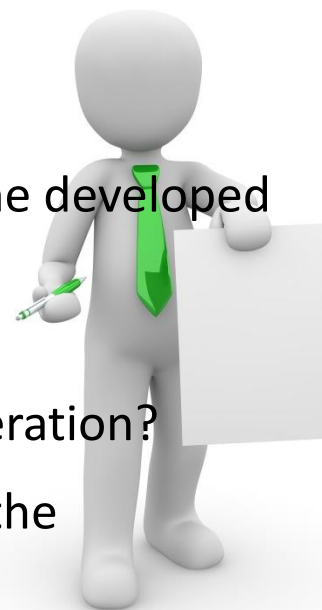
What do the business owner and stakeholders expect from the developed solution?

What is the timeline for implementation?

Does the governance entity change from development to operation?

How often will the ePhyto Operator be required to report to the governance entity and what must be reported?

What is required in terms of benefit realization?



Operational

Describes the overall operation of the service

What expertise / capacity is expected of the operator

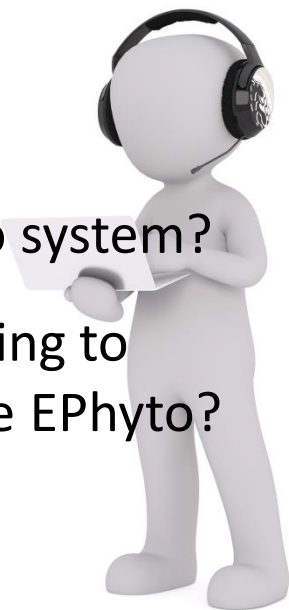
Who will operate the technical components of the EPhyto system?

Does the proposed operator have the legal status (according to national legislation), expertise and capacity to operate the EPhyto?

Who is the implementer versus who is the operator?

How does the operator address any deficiencies in capacity /expertise?

What are the services and service standards expected?



Operational

Are there any major IT gaps?

Is internet connectivity especially broadband, available for both public and private sector users at an affordable price ?

If legal requirements, require that data must be stored in-country is data storage available and at a reasonable cost?

Are computers (PCs) available to the trading community?

- What is the penetration ratio?

Are sufficient Internet Service Providers in place to provide accessibility of the internet to government and the trading community?



Functional

Describes how the function of the system including the technical requirements of the system

If the choice is to establish your own national system, does the system:

- Use xml to produce / receive the Phytosanitary Certificate?
- Use the schema developed for the ePhyto?
- Use the codes and lists developed for ePhyto?
- Connect to the hub as per the WSDL?

Will the system operate for both imports and exports?

Will the national system connect to import permits for export and import?

When do you intend to connect to the hub using your national system?

When do you intend to implement the GeNS?

Have you reviewed the use policy for the ePhyto Solution?

How will you store and archive data?



Functional

If you are using the GeNS will you store data locally/how?

Who will be the business/technical administrator? (access permissions, registration of users, address issues of users etc.)

Who will provide helpdesk support to your staff/clients?

Who will define and maintain the currency of users, workflow roles, workflow users and workflow tasks?

What reports will you obtain and how will these be used?

If you use other systems to store data on biosecurity activities will these require interoperability? How will this be achieved?

Will you allow clients to export data to your system? Under what conditions? What are the requirements to allow clients to export data to you?



Functional - business process analysis

Document your current operations for the issuance of a paper phytosanitary certificate?

Document your current operation for the receipt of a paper phytosanitary certificate?

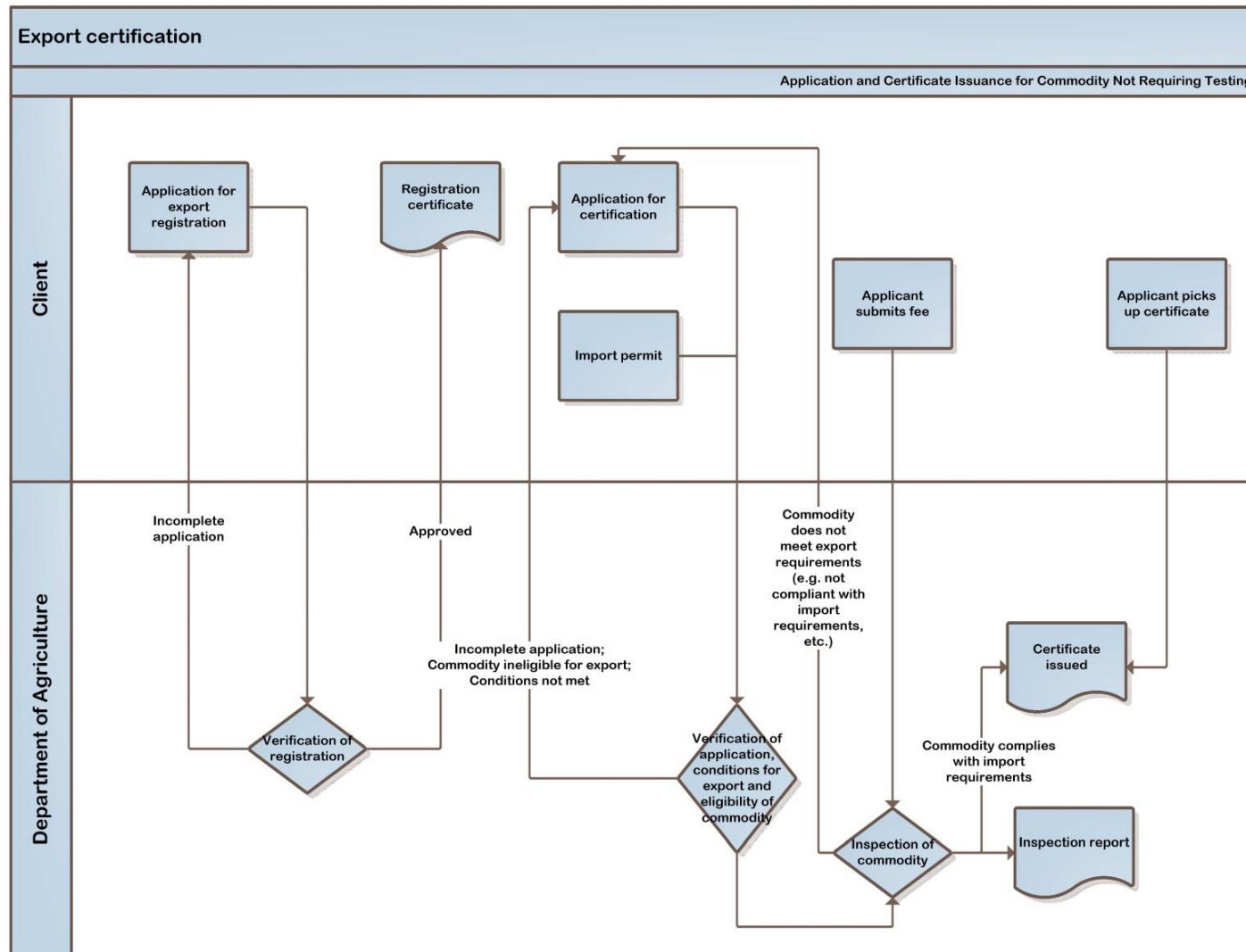
- the process; documents, actors and their actions (people participating in the process private sector and public sector), places of operation; hours of operation; volumes of paper phytosanitary certificates

Document the new process for the issuance and receipt of an ePhyto

How do work roles change?



Business process example



Financing



How will the build of ePhyto be financed?

How will the infrastructure be financed?

Who decides on the model?

What information is required to support the decision?

How will operation of the ePhyto system be financed?

How will upgrades and changes to the EPhyto system infrastructure be financed?

Who decides on the finance model?

What information is required to support the decision?

Has there been a consideration on a business model to support the operation of the ePhyto system in the country?

- If yes, is it free of charges?
- If yes, will there be a user fee?

Legal

Provides the basis for operation and enables the vision

Considers B2B and B2G

Does your current legislation support the issuance and receipt of electronic documents?

Does your current legislation allow for receiving electronic information from your clients?

Do you have an electronic transaction law and does your legislation align with it?

Does your legislation address:

- Misuse of the ePhyto system;
- Illegal access to the ePhyto system;
- Security (e.g does it require encryption of documents, two-factor authentication of users, ...);
- Sharing information with other government agencies and internationally;
- Electronic transactions for evidence, information accuracy and timeframes



Legal

Is electronic submission going to be mandatory under the law?

Is electronic payment covered within your legislation?

If you require changes to your legislation who will these changes to the law?

How long will it take to make any changes?

Does your legislation ensure you own the data?

Does your legislation allow for the EPhyto data to be stored offshore if you are using the GeNS?

Under your legislation how long must information/data be stored?

How long do you want data stored and accessible?



Stakeholders consultation

FEEDBACK



Who are the stakeholders?

- Internally within the organization; within government; clients; other stakeholders (e.g. banks, transport and logistics, etc.)

What are the legal obligations for stakeholder consultations?

- May impact timelines and finances

Is there competence in the organization to engage with stakeholders?

How are stakeholder views incorporated into changes in the processes, operations, technical design

How are stakeholders kept informed of the decisions in regard to their view and suggestions?

Change management



Based upon the changes to workflows, who will be:

- The ePhyto Administrator
- The ePhyto Contact Person (for maintaining the links with IPPC and the Hub Operator e.g. re maintaining the SLA/SLO with IPPC)
- Lead project management for development and implementation of ePhyto

Are there any roles that will no longer be needed with implementation of electronic certification

What changes need to be made to job descriptions

Will the job changes mean a change in remuneration for affected employees?

Change management

How will staff be trained?

How will clients be trained?

Who will provide the training?

How long will training take?

Who will develop the new standard operating procedures for work under ePhyto?

How long will development of the procedures take?

With paper certification are there areas where inconsistencies between individual staff procedures? How will these be handled with the standardization required for electronic certification?



Change management

Who will monitor benefits?

Has communication strategy been established for ePhyto implementation?

Has an overall change management strategy been set for ePhyto implementation?

Do you need capacity building-support to assist with establishing coordination?

Do you need capacity building support in designing best business model?



Potential Governance Steering Committee

TOR for E-Phyto Governance

Oversight implementation of trade facilitation projects

Ensure cooperation, coordination and dialogue between all national stakeholders, and private sector,

Provide a forum to raise issues of concern, identify and address constraints to trade facilitation

Identify barriers/weaknesses and recommend appropriate remedial action

Report to Chief Executive

Link to the National Trade Facilitation Committee

Members



- NPPO
- Customs
- Department of Trade
- Department of Industry
- Ports and Harbor
- Exporters/importers association or representatives of trading sector
- Customs Brokers and Freight Forwarders Association

Preparing for implementation

Document the current state and undertake diagnostic

Engage with industry to determine the time required to participate

Engage with IT/SLA/Central Agency IT

Identify the barriers to implementing ePhyto

Briefing paper for CEO & NTFC

Preparing for implementation

Harmonize the data / information in current forms

Identify the steps for legal reforms and engage in house policy/legal about ePhyto and what might be needed

Reduce steps in the current process (fix what isnt working well now that will need to be in place for e-phyto)

Determine the realistic timeframe and resources etc. that would needed to implement e-phyto

Sequencing

Publication

Consultation

Project Planning

Analysis

Implementation