Food and Agriculture Organization of the United Nations

International Plant Protection Convention

REPORT

ePhyto Steering Group and Project Technical Committee

Meeting

Maryland, USA

12–15 November 2019

IPPC Secretariat

1.   Opening of the Meeting

1.1   Welcome by the IPPC Secretariat

[1]   The ePhyto Steering Group (ESG) Chairperson, Mr Peter NEIMANIS (AU) opened the meeting, welcoming all members and observers and the new IPPC Secretariat staff. The Chair hoped that the outcomes of the meeting would help define the clear goals for the enhancements of the Hub and the GeNS. He made a special thanks to the Animal and Plant Health Inspection Service (APHIS) for hosting the meeting in their offices in Maryland, USA.

[2]   He acknowledged the absence of Mr Younes KABBAB (MA) and Ms Chen Ying (CN), and welcomed Simon Padilla from the STDF as an observer for week. He noted Mr Harm Jan van Burg (UNCEFACT) and Mr Erik Bosker (OIE/CODEX) would be joining the meeting later in the week for discussions on future collaborations. The Participants list is available in Appendix 3 to this report.

[3]   The IPPC Senior Advisor, Mr Craig Fedchock, welcomed all participants to the meeting on behalf of the IPPC Secretariat.

2.   Meeting Arrangements

2.1   Election of the Chairperson

[4]   The ESG elected Mr Christian DELLIS (US) as the new ePhyto Chairperson. Mr Peter NEIMANIS was elected as Vice-Chair.

2.2   Adoption of the agenda

[5]   The ESG adopted the Agenda (Appendix 1).

2.3   ESG Terms of Reference

[6]   The ESG reviewed and updated the Terms of Reference (ToR) for the group. It was noted that as this is the last meeting of the Project Technical Committee (PTC), it is necessary to include experts from the United Nations International Computing Centre (UNICC) into the membership of the ESG.

[7]   It was also agreed that routine engagement with the Bureau is necessary to maintain appropriate governance and to ensure momentum of the project. It was considered that the ESG Chair could join into routine Bureau teleconferences to provide the necessary routine reporting. That is, the ePhyto project should be a standing item on the Bureau agenda.

[8]   The updated ToR can be found in Appendix 4 of this report and will be to be forwarded to the CPM Bureau for review.

3.   Updates

3.1   Items arising from governance bodies: CPM, Bureau and SPG meetings

[9]   The IPPC Secretariat (hereafter referred to as "Secretariat") updated the ESG on issues arising from the CPM-14 (2019)[1], Bureau[2] and SPG[3] meetings. The ESG noted the endorsement of the 5-year Strategic Plan[4] by CPM-14 (2019) and they have used this as a basis for their future planning.

[10]   The Secretariat informed the ESG that the overall perspective and feeling for ePhyto is still positive but that there is still a level of misinformation and a lack of understanding by IPPC Contracting Parties (CPs) surrounding the ePhyto Solution.

[11]   The importance of having clear information and harmonized messaging from the ESG and the Secretariat on ePhyto was highlighted. In light of this, the benefits of having a CPM Bureau member participate in the ESG meetings was emphasized.

Annual report

[12]   The Secretariat presented an annual report template that will be presented to CPM each year, as outlined in the 5-year Strategic Plan[4]. The report will focus on the performance of the system, the operation of the ePhyto unit and recommendations to advance interoperability of ePhyto with other international electronic certificate initiatives or industry systems.

[13]   The ESG suggested to include a list of the countries who were actually using the Hub and GeNS and include their current statuses in the report to the CPM.

[14]   In order to assist the Secretariat to keep track of the project milestones a monthly reporting template was suggested to indicate and inform the ESG if the milestones were achieved or delayed that month. This monthly report would then feed into the annual report that is presented to the CPM.

[15]   Members also noted the benefits of having a harmonized reporting template to give to countries as part of their ePhyto project implementation so they can briefly update the Secretariat and their regional ESG member on their status every 3 months or so.

[16]   The Secretariat will review the reporting templates and edit them before sending them to the ESG for review ([Appendix 5](#)).

Financing options

[17]   The Secretariat presented a paper, drafted by New Zealand for the Strategic Planning Group (SPG) to consider at their October 2019 meeting. The paper discussed the viability of some donor and per-transaction models, and gave a recommendation for the ESG to develop an enhanced per-transaction model.

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[1] CPM reports: https://www.ippc.int/en/core-activities/governance/cpm/cpm-reports/

[2] Bureau reports: https://www.ippc.int/en/core-activities/governance/bureau/.

[3] SPG reports: https://www.ippc.int/en/core-activities/governance/strategic-planning-group/

[4] 5-year Strategic Plan: https://www.ippc.int/en/publications/87017/

[18] The ESG, again expressed strong disagreement to having a per-transaction model, noting that such a model would raise the overall costs for the system significantly due to additional administration and complexity of charging. The ESG will draft a response to be sent to the Bureau and CPM (Appendix 5).

Donor engagement strategy

[19] The Secretariat presented a paper on a donor engagement strategy, stressing the importance that all messaging must be clear and agreed to firstly, by the ESG, and secondly, understood and then approved by the Bureau or the body which the Bureau may determine to maintain governance of the project.

[20] In the case where several bodies may be participating in using the Hub the ESG discussed on how to share the costs. They noted that basic functioning costs could be shared between bodies.

[21] It was agreed that simple, easy to understand, informational materials on ePhyto should be prepared and distributed by the IPPC Secretariat in coordination with the ESG.

Management board (to discuss)

[22] The ESG discussed the option of a new management board, which had been suggested by some members of the SPG. They decided that they didn't feel a new board was necessary at this stage of the project but perhaps would be more relevant if and when additional certification bodies became involved in using the IPPC ePhyto Hub. The ESG noted the importance of strengthening the linkage with the CPM Bureau and they hoped to have a Bureau member attend a meeting and become more involved in the project.

4.   Hub Development

Status Update

[23] The UNICC delivered a presentation updating the ESG on the current status of the system, what enhancements and changes were made during the past year, and what developments are planned for the future.

[24] As of November 2019:
- The Hub is operational and in service
- The overallusage is under 10% of full capacity
- The last release of the Hub – Nov 2019
- The UNICC produces a Monthly Service Report covering
  - o information on Service availability, usage statistics and schedule of changes is generated and shared (during the first week of the following month)
  - o No incidents have been reported, Average availability is in the 99.98 % range
  - o The system handled high traffic (i.e. during March 2019) without any impact on availability
- There are a total of 45 countries registered on the Hub as of the date of the ESG meeting
  - o 10 countries exchanging in production (Argentina, Chile, New Zealand, Ghana, Jamaica, Netherlands, South Africa, Samoa, Sri Lanka, United States)
  - o 9 countries actively testing and exchanging in UAT only (Australia, Brazil, Hong Kong, Marshall Island, Mexico, Morocco, Myanmar, Papua New Guinea)

[25]   A couple of points were made by the ESG regarding the ePhyto landing page "registered NPPO" list. The status beside the registered country now says "currently Able to Send and Accepting Messages" but the ESG felt this message or "status" was misleading because a country identifies themselves as "able" to send a message but in reality they may not actually be sending anything.

[26]   It was decided to update update the self-evaluating status when countries are registering to use the Hub and they should only check the box when they are actually able to send and receive ePhytos in UAT and PROD. This will ensure the report reflects more accurately live data. It was also decided to make adding a focal point for the country mandatory during registration. Lastly, the Hub will also be updated to automatically send a copy of every country registration to the IPPC Secretariat.

Enhancements / Changes made

[27]   The ESG discussed the enhancements and changes that were made to the Hub during the year. This included:

-       Validation Tool (with several fine tuning)
-       Advance Envelope Acknowledge (immediate feedback on XML formatting issues)
-       Strongly Typed Envelope delivery (to support the GeNS and any new system development)
-       ePhyto Landing Page
-       NPPO advanced dashboard
-       Admin Console User Interface (UI) improvements based on received feedback
-       Channel Feature: Version 1 dedicated to EU TRACES

Planned developments

Failing messages

[28]   The ESG discussed the importance of addressing what happens when messages fail to deliver. Currently if messages are failing, the message can take up to 4 or 5 days to say that it's failed to deliver. It was decided that the UNICC are responsible for monitoring the activity of failing messages and tasks to address this such as implementing additional Hub monitoring for data configuration and country activity (pull and push failures) and to provide prompt information to the "failing" country was added to the action list (Appendix 5) as a high priority.

Channel Feature

[29]   The UNICC presented the draft Channel Delivery document (v0.1 November 2019) which describes and evaluates the enhancements and additional functionalities that were requested from certain government agencies, customs organizations, international entities and industry groups who would like to have an interface with the Hub to send and/or receive certificates.

[30]   The Hub is currently configured with a simple exchange protocol to send/receive ePhytos from NPPO to NPPO with a set of prescribed rules of connection and defined structure/codes/terms for the XML message. The transmission through the Hub is achieved by establishing a one-to-one connection with either the source or the destination for a single envelope.

[31]   EU-TRACES will be a single point of entry for sending and receiving ePhytos for all 28 EU members. The Channel Delivery concept will be prioritized for EU participation with the Hub. Further applicability, to customs and industry systems, will then be scoped.

Hub digital signature

[32]   Mr Philippe LOOPUYT (FR) gave a presentation and supplied a paper on European Union requirements on the application of electronic signatures for SPS (Sanitary and Phytosanitary) certificates, implemented in XML structures. The EU are implementing regulations for electronic certificates and should be in production by the first quarter in 2020 to use digital signatures for member states.

[33]   It was noted that eCertification is not an obligation for countries outside of the EU and they can continue to send the paper with the intention to move gradually to electronic certification. It was also noted that the application of a digital signature will allow the ePhyto exchange to go paperless, as supported by EU legislation

[34]   The ESG discussed how these new EU regulations will affect the ePhyto project. The priority for them is to ensure that GeNS countries are still able to send and receive ePhytos with the EU and that the validation tool still works.

[35]   The ESG supported the EU approach, to the placement of the digital signature in the XML message, and will provide IPPC guidance to support countries to comply and apply the digital signature in a consistent manner.

[36]   The UNICC will update the validation tool by the end of 2019 so digitally signed certificates can go through the validation tool without any errors. The IPPC Hub digital signature document is also being developed by the UNICC to address their implementation approach, with a couple of different costing options, which will include the GeNS.

Other planned developments

[37] A number of other developments for the Hub were discussed by the ESG such as importing country responses, mixed commodity mapping and how to manage implementation of future versions (of the mapping. Members were tasked with drafting various documents to be shared with and discussed by the ESG at future meetings (Appendix 5).

5.   GeNS Development

Status Update

[38] The UNICC delivered a presentation updating the ESG on the current status of the GeNS. Similar to what is done for the Hub updates they went through what enhancements and changes were made during the past year, and what the planned developments are for the future.

[39] As of November 2019:
    -   GeNS is operational, in the production environment, and all activities related to the requirements document have been completed
    -   A monthly report is under development with information on the availability, usage and planned schedule of changes to the system
    -   Ghana, Samoa, Sri Lanka, Jamaica and Fiji are in Production
    -   Antigua & Barbuda, Cayman Islands, Cook Islands, Dominica, Grenada, Papua New Guinea, Saint Kitts & Nevis, Saint Lucia, Saint Vincent and the Grenadines, Marshall Islands, Myanmar are testing the UAT
    -   The backlog of feedback and changes has reduced drastically
    -   Currently releasing to UAT on a 4 week frequency with improvements and enhancements from the user's feedback

[40] The ESG welcomed the development of the monthly report as it will give the Secretariat and ESG members a better way to track the countries that are implementing the GeNS. They discussed the need for a more robust way to know when a country is in production so it was decided that the Secretariat would reach out to a country that has started exchanging and get an update on their status. This is important as Hub countries will be required to conduct testing with GeNS countries, as they come on-board, to support the new country understand the system and process changes.

[41] It was also noted that it would be good to have the status displayed on the Hub dashboard to show who has come onboard and is now exchanging in production.

Offline Certificates

[42] The use of Offline Certificates was discussed in detail and concerns were raised on how this feature could be a potential risk for fraud. One member noted the importance that business still needs to continue as normal when the system is down or there is no internet access so the solution needs to be more robust and harder to manipulate.

[43] It was decided for the UNICC to deactivate this feature for now and instead, countries would be required to develop a contingency plan outside of the GeNS and provide it to the Secretariat.

[44] The ESG agreed that this issue needs to be thought about a lot more and added to the roadmap, perhaps through an offline application.

Enhancements & Improvements

[45]   The ESG discussed the main enhancements and improvements that were made to the GeNS, based
       on feedback from GeNS pilot countries whilst testing and training, during the year which included:
       -   Conduct Inspection Views (Import, Export)
           o   Codification of the action and findings
           o   Link to the harmful organisms list (EPPO)
           o   Reference data extended
           o   Approval/Reject status
       -   Officer Electronic Signature
           o   Provide the upload of the signature in the user profile
           o   Embed the signature in the template
       -   Notify Company for sampling/inspection
           o   Configurable option to allow inspector to notify the company for specific actions
               towards sampling and inspection
       -   Splitting of the templates (Import/Export/Batch)
       -   Import certificate details
       -   Several User Interface (UI) improvements
           o   Icons, consolidation of data entering areas, review of search and additional
               declarations selection and editing
       -   Country Name in the landing page
       -   Copy line items
       -   Basic Dashboards
       -   Company administration of exporters and consignees

[46]   It was noted that some of the main enhancements such as the inspection views, officer electronic
       signature, notify company for sampling/inspection were not part of the initial requirements but they
       have now been included.

Planned enhancements

[47]   A number of planned enhancements were discussed and given a priority during the meeting for the
       UNICC to work on. The main enhancements to be introduced are the following:
       -   an inspection report – for the purpose of providing to the client and potentially supporting
           charging etc.
       -   dynamic inspection efforts with multiple and configurable line description and format.
       -   sync the lookups including EPPO (want local entries included it in the global list). Do a
           periodical review of entries.
       -   Instant Notifications & Geo Location
       -   add another setting for company additional declarations (AD) to be added

[48]   As a result of GeNS countries looking for a more customized paper template, the UNICC are currently
       developing an alternative template in line with ISPM 12. The on boarding document will be updated

to give countries the option of choosing between different templates for outgoing / incoming certificates.

[49]   It was agreed that the Secretariat would send out a letter listing the features (including security) and benefits of having the standardized template to all NPPOs. The letter will also encourage importing countries to accept the new template as more countries start using the GeNS.

[50]   The ESG also felt that it was necessary to have a Terms of Reference (ToR) drafted for NPPO and company administrator roles to list their roles and responsibilities. The main role for the NPPO administrator is to act as the in country IT support to solve technical problems before escalating them to the UNICC. The ToR will be drafted by the UNICC and will need to be reviewed by FAO legal office before being made widely available.

Training package

The UNICC have developed a self-paced e-Learning module for the GeNS which will consist of 4 courses:

(1)   E-LEARNING COURSE 1: GeNS for NPPO Administrators

(2)   E-LEARNING COURSE 2: GeNS for NPPO Officer(s) and NPPO Inspector(s)

(3)   E-LEARNING COURSE 3: GeNS for NPPO Assistant(s)

(4)   E-LEARNING COURSE 4: GeNS for Company Administrator and Company Users

[51]   They will send out the training for ESG to review and give feedback before it released for use.

[52]   In relation to the User Manuals, the UNICC will forward them to ESG members again for a final review. There will be a link to the manual in the release notes every month.

6.   Industry Advisory Group

[53]   A representative for the IAG chair, via teleconference, provided the ESG a brief update on the latest status of the IAG case studies. She mentioned that the Brazilian grain trade is engaging in robust communication activities at national level with the aim is to raise awareness of the benefits of ePhyto with value chain partners including exporters, importers and intermediaries. She noted that there was still information that needs to be confirmed on the Brazilian system but they are currently issuing ePhytos. She noted that discussions are underway for a case study on exchanges between the Netherlands & Brazil.

[54]   An ESG member commented to encourage Brazil to reach out to ESG members or to the Secretariat to begin testing with Argentina and New Zealand, who are both successfully using ePhyto to exchange certificates.

[55]   The ESG updated the IAG Chair on the status of Mexico, who are close to implementation and Australia who have had delays with the development of their national system but hope to have their import system ready for mid-2020. The IAG Chair also received an update on the new channel feature for the Hub, something in which industry groups are very interested.

7.   Future Collaboration

STDF Report

[56]   Mr Simon Padilla updated the ESG on the possibility of a project extension out to April 2020 to allow for the Near East regional workshop to take place.

[57]   The ESG discussed the STDF final project report with guidance from Mr Padilla and the IPPC Secretariat agreed to send the report out for review in mid-December 2019 (Appendix 5).

UNCEFACT, OIE and CODEX

[58]   Mr Erik Bosker presented an update on the current work of Codex and OIE in relation to electronic certification while Mr Harm Jan van Burg provided an update from UNCEFACT and proposed a harmonization project across electronic certification mapping across IPPC, CODEX and OIE projects.

[59]   Mr Bosker committed to provide a copy of the OIE report into electronic certification, once it has passed through OIE governance clearance processes.

[60]   The ESG acknowledged the work being done by the other organizations and everyone agreed that in order to move forward to look for harmonization, the new STDF committee being formed is the best place to start.

8.   Regional Developments and Workshops

Report from the South West Pacific regional workshop

[61]   Mr Peter NEIMANIS (AU) updated the ESG on the South West Pacific workshop that was held in Fiji in August 2019. The workshop which was co-funded by Australia's Department of Foreign Affairs and Trade (DFAT) and New Zealand's Ministry of Foreign Affairs and Trade (MFAT) was attended by the Heads of the National Plant Protection Organization (NPPO), representatives of 18 member countries, other international organizations and relevant stakeholders.

[62]   An update was given on a number of specific countries including the following:
   - **Samoa** are now set up in production – The next step will be to start receiving ePhytos from the USA and New Zealand.
   - **Fiji** are now set up in production - they'll deliver further training in January 2020 and hope to start using the system by March 2020.
   - **New Zealand** want to do some testing on the replacement certificates (withdrawal process) before they will start to receive ePhytos from GeNS countries

[63]   In addition to these, there have been 10 letters of support received to use the GeNS and Australia are looking to co-fund workshops and a staff position (for 2 years initially) in the region that came as part of the workshop recommendations. A number of other recommendations were made for the region and the ESG was invited to read the workshop report[5] for all of the details.

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[5]South West Pacific Regional Workshop report: https://www.ippc.int/en/publications/87857/

Report from the ECOWAS workshop

[64]   Mr Josiah SYANDA (KE) updated the ESG on the workshop that was held for ECOWAS member countries in Ghana in July 2019.

[65]   The main objectives of the workshop was to:
-    promote a better understanding of the principles, benefits, and challenges associated with E-certification and the key tools and milestones to be followed in building and managing an E-certification system.
-    establish a "Regional ePhyto consultation group" as a framework for consultation and coordination of the migration process in the region.

[66]   The workshop was attended by 15 West African countries, 10 of which have expressed interest to start the on boarding process, and was funded by the USDA International Aid section.

[67]   Some of the major comments to come from the workshop was the need to have commitment at a national level and for governments to budget for these activities as well as the need for stakeholders to support capacity building. It was noted that ECOWAS is ready to help in facilitation and that a regional ECOWAS ePhyto task force group was founded to provide technical support before reaching out to UNICC.

Future workshops

[68]   The Secretariat noted that the regional workshop for African countries was being held the week after the ESG meeting also in the APHIS offices in Maryland, USA. It was noted the workshop would be conducted in a similar manner to the South West Pacific workshop, focusing on the GeNS and ensuring all participants understood the system.

[69]   A Near East workshop is planned for early 2020.

[70]   Other future activities and training that were noted for 2020 included:
-    A GeNS workshop in Sri Lanka (hosted by APPPC)
-    A local workshop in Argentina
-    EU training programme (Better Training for Safer Food - BTSF) - being updated next year and it could be good to include a part on ePhyto
-    ePhyto Global Symposium in Q3 2020
-    IYPH Plant Health Forum in Finland

9.   Budget

[71]   A financial update was provided to the ESG. It covered an overview of country contributions and overall expenditure of the project.

[72]   The budget and financial position will be included in the annual report to CPM 2020.

10.   Work Planning

[73]   The work plan was reviewed and action items were added. It was agreed for this work plan would also act as a document tracking system by aligning action items to outputs.

11.   Any Other Business

[74]   Walter brought up concerns from Mexico regarding the list of "IPPC intended use" and treatment list and proposed adding tables on:

- Treatments
- Unit of Measure (UNCEFACT)
- Packages (UNCEFACT)
- Intended use

12.   Date and Venue of the Next SC Meeting

[75]   The next ESG meeting is tentatively scheduled for the first week of May 2020, with the second meeting of the year scheduled for 2-6 November 2020.

13.   Close of the Meeting

[76]   The ESG Chairperson thanked all participants for their valuable contributions.

[77]   On behalf of the Secretariat, Mr Craig Fedchock thanked ESG members for their productive discussions and effective work during the week. He also thanked Mr Peter Neimanis for his 3 years as the ESG Chair and noted that during his time, ePhyto moved from being a project to a full-time operational component of the IPPC Secretariat. His efforts to make this happen were greatly appreciated and have helped shape the future of electronic phytosanitary certification around the world.

[78]   The ESG Chairperson closed the meeting.

Appendix 1 – Agenda

	AGENDA ITEM	DOCUMENT NO.	PRESENTER/ SUPPORT
1.	**Opening of the Meeting**		
1.1	Welcome by the IPPC Secretariat	---	IPPC Secretariat
1.2	Welcome by APHIS	---	DELLIS
2.	**Meeting Arrangements**		
2.1	Election of the Chairperson	---	IPPC Secretariat
2.2	Adoption of the Agenda	01_ESG_2019_Nov	CHAIRPERSON
2.3	ESG Terms of Reference	05_ ESG _2019_Nov	CHAIRPERSON
3.	**Administrative Matters**		
3.1	Documents List	02_ ESG _2019_Nov	IPPC Secretariat
3.2	Participants List	03_ ESG _2019_Nov	
3.3	Local Information	04_ ESG _2019_Nov	
4.	**Updates**		
4.1	**Items arising from governance bodies (CPM, Bureau and SPG)**	Link to CPM-14 (2019) Report Link to Bureau meeting reports Link to SPG meeting reports	IPPC Secretariat
	❖ Annual Report (Strategic Plan) - Yearly report template (incl. strategies, key statistics etc.)	Link to CPM-14 strategic plan paper 06_ ESG _2019_Nov	
	❖ Financing options	Link to SPG paper (from New Zealand)	
	❖ Donor engagement strategy	07_ ESG _2019_Nov	
	❖ Management board (to discuss)	---	ALL
4.2	**Regional Developments** ❖ Update from regions (incl. RPPOs)	---	ESG members
5.	**Hub Development**		
5.1	Status Update	Powerpoint	UNICC

5.2	Mapping amendments
	    - Mapping for mixed commodities
	    - Update mapping for attachments to regular phytos		

5.3	EU Legislation for Electronic certificates	08_ ESG _2019_Nov	LOOPUYT
5.4	New Operations (accept, reject, non-compliance) Reply message from incoming countries	---	UNICC

	AGENDA ITEM	DOCUMENT NO.	PRESENTER/ SUPPORT
5.5	Digital Signature	---	
5.6	Channel option - Use cases ❖ EU testing update	10_ ESG _2019_Nov	UNICC / LOOPUYT
5.7	AU/NZ trial of sanitary certificates	---	NEIMANIS
5.8	Validation Tool status' - Severe errors update	---	UNICC
5.9	Implementation Plan - Template for a reporting document	---	UNICC / IPPC Secretariat
5.10	Notification process - New countries come onboard	---	DELLIS / ALESSANDRINI / UNICC
5.11	Annual release schedule	---	UNICC
6.	**GeNS Development**		
6.1	**Status Update** - Requested features from pilot countries / Additional features - Status of countries onboarding (how to track)	Powerpoint	UNICC
6.2	Technical Guide / User Manual - finalised	---	
6.3	Demo of training material	---	
6.4	Annual release schedule	---	
6.5	Standardisation of paper phyto	---	
6.6	ToRs for NPPO / Company Administrator Roles	---	
6.7	Translation of guides	---	
7.	**Industry Advisory Group (IAG)**		
7.1	❖ Progress of IAG Pilot - country findings and data ❖ Next steps	---	IAG Chair (vis Skype)
8.	**Future Collaboration**		
8.1	**STDF Report** - Review and finalise - Collaborative news / information effort	09_ ESG _2019_Nov	IPPC Secretariat

	AGENDA ITEM	DOCUMENT NO.	PRESENTER/ SUPPORT
8.2	**UNCEFACT - Harmonisation** - Mapping across the "three sisters" (IPPC, Codex, OIE)	---	Jan van Burg
8.3	**OIE STDF project** – update and opportunities for collaboration	---	
8.4	**CODEX**	---	Bosker
8.5	**Future PAC - Electronic Certificate Advisory Committee (ECAC)**	Draft TOR	
9.	**Regional Workshops**		
9.1	❖ Report from the South West Pacific regional workshop ❖ Future workshops - African (Nov 2019) - Near East (Feb 2020) ❖ 2020 ePhyto Symposium - Q3 2020 / Central Asia ❖ IYPH – ePhyto involvement in events	Link to Workshop Report ---	
10.	**Budget**		
10.1	**Financial Update**	---	IPPC Secretariat
11.	**Work Planning**		
11.1	PTC work tracker	---	All
11.2	**Communications Strategy** - Outline next Steps – Focusing on the GeNS	---	All
12.	**AOB**		Chairperson
13.	**Teleconference Schedule** - Same setting - Week prior to Xmas (17th)		Chairperson
14.	**Date of Next Meeting** **May (1st week) – Brussels / Morocco / Kenya** **TBC – Nov (1st week) – Brussels / Morocco**		Chairperson
15.	**Close of the meeting**		Chairperson

Appendix 2 – Documents List

DOCUMENT NO.	AGENDA ITEM	DOCUMENT TITLE
01_ESG_2019_Nov	2.3	Agenda
02_ ESG _2019_Nov	3.1	Documents List
03_ ESG _2019_Nov	3.2	Participants List
04_ ESG _2019_Nov	3.3	Local Information
05_ ESG _2019_Nov	2.4	ESG Terms of Reference
06_ ESG _2019_Nov	4.1	Annual Report template
07_ ESG _2019_Nov	4.1	Draft donor engagement strategy
08_ ESG _2019_Nov	5.3	EU Legislation for Electronic certificates
09_ ESG _2019_Nov	8.1	STDF final report (draft)
10_ ESG _2019_Nov	5.6	Channel option

Appendix 3 – Participants List

Attendees

Region / Role	Name	Email address
Africa Member	Mr Josiah Musili SYANDA	jsyanda@kephis.org
Latin America and Caribbean Member	Mr Walter Fabián ALESSANDRINI	walessan@senasa.gob.ar;
Europe Member	Mr Philippe LOOPUYT	Philippe.Loopuyt@ec.europa.eu
North America Member	Mr Christian B DELLIS	christian.b.dellis@aphis.usda.gov
Pacific Member	Mr Peter NEIMANIS	Peter.neimanis@agriculture.gov.au
UNICC	Mr Gianluca NUZZO	nuzzo@unicc.org
UNICC	Mr Venkatram VENKATESWARAN	venkat@unicc.org

Others

Role	Name	Email address
STDF / Observer	Mr Simon Padilla	simon.padilla@wto.org
UNCEFACT / Observer	Mr Harm-Jan van Burg	h.j.m.burg@minfin.nl
OIE & Codex / Observer	Mr Eric Bosker	e.bosker@minlnv.nl
IAG Chair	Ms Sydnie Sousa (on behalf of Alejandra Danielson Castillo, IAG Chair)	ssousa@naega.org; / adcastillo@grains.org;
IPPC Secretariat	Mr Craig Fedchock	Craig.Fedchock@fao.org
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Members who did not attend

Role	Name	Email address
Asia Member	Ms Chen YING	chenying_cy@customs.gov.cn
Near East Member	Mr Younes KABBAB	younes.kabbab@onssa.gov.ma

Appendix 4 – ESG Terms of Reference

EPHYTO STEERING GROUP

TERMS OF REFERENCE

NOVEMBER 2019

Introduction

[79] CPM 8 (2013) established the ePhyto Steering Group (ESG) to facilitate the implementation of electronic phytosanitary certificates (ePhytos). Some activities of the original ESG Terms of Reference (2014) have been completed, however many important activities remain including the establishment of ePhyto Solution to facilitate the international harmonized implementation of ePhyto exchange. The key components and framework for this ePhyto Solution are seen as urgent deliverables for enabling countries to implement ePhyto.

Purpose

[80] The ESG provides coordination, guidance and advice on IPPC actions to develop and facilitate harmonized use of electronic phytosanitary certificates and their exchange among contracting parties.

Duration and Review

[81] The ESG's programme of work and these Terms of Reference will be reviewed as required by CPM or the CPM Bureau on behalf of the CPM and reviewed in2020 and every 3 years thereafter.

Membership

[82] The ESG will be composed as follows:

-       (1) Bureau member, who is selected by the Bureau
-       (1) One expert selected from each of the FAO Regions. Each expert member is selected by the regional plant protection organization(s) in the region and communicated to the Bureau through its regional Bureau member
-       (2) Two experts from the UN International Computing Centre (UNICC).

[83] The Chair will be selected by the membership for a term of three years, which may be extended by the membership for an additional term.

[84] ESG members should have extensive knowledge of phytosanitary certification processes, have regulatory experience and have the time available to actively participate.

[85] The IPPC Secretariat will provide support, coordinate and facilitate the functions of the ESG.

Reporting

[86] The IPPC Secretariat on behalf of the ESG reports to the CPM Bureau.

Functions

[87]   Based upon the input gathered by members, the ESG will:

  i.   Identify governance issues and recommend solutions to the Bureau for decision;

  ii.   Identify, prepare for and implement technical priorities and solutions; Monitor the execution of the ePhyto budget against the agreed priorities;

  iii. Promote the vision,common understanding and use of ePhyto;

  iv.   Identify implementation requirements of of ISPM 12 and request a revision, as necessary;

  v.   Establish and maintain the required processes and functions for a harmonized ePhyto Solution (including hub and Generic ePhyto National System)

  vi.   Provide access to and update a common repository of harmonised terms and codes;

  vii. Contribute to building capacity amongst contracting parties to implement ePhyto;

  viii. Develop standard materials that could be used by contracting parties to support the implementation of ePhyto;

  ix.   Identify resource needs for the hub and generic ePhyto national system for sustainable use;

  x.   Assist the Secretariat in developing proposals to address funding and resource needs;

  xi.   Collaborate on electronic certification initiatives with other international or regional organizations and industry, and;

  xii. Other related functions, as required.

Meetings

[88]   The ESG will meet face-to-face, and virtually as required by the work programme to perform the functions outlined above.

[89]   The ESG can invite additional experts to deal with specific topics or challenges. The ESG may establish ad-hoc groups or request the services of experts to address specific tasks and these groups may meet as required.

Funding

[90]   To undertake this work, participants will be self-funded. Where extra-budgetary resources are identified and allocated to ePhyto, the IPPC Secretariat can consider funding assistance for participants who meet specific criteria established by the IPPC for assisting developing countries.

Appendix 5 – Action List

	Action	Responsible	Priority	Deadline
1	Revised ESG TORs to CPM Bureau member to be selected	IPPC Secretariat	N/A	Feb 2020
2	Report template CPM (annual report) including Secretariat (Christians template) Countries to report back to ESG (Christians template) – quarterly	IPPC Secretariat		Dec 2019
3	ESG official response to SPG Financing Paper (incl. June Bureau paper) to CPM	IPPC Secretariat / All		Dec 2019
4	**HUB Developments**			
4.1	*Failing messages:*			
	Implement some capacity to monitor and make the data configuration current	UNICC	High	
	Implement additional Hub monitoring for data configuration and country activity, pull and push failures		High	
4.2	*Versioning (of the mapping)* Summary	UNICC / Walter	Low	
4.3	*Mixed commodity mapping* Draft options Write the specification	Walter	Medium	Jan 2020
4.4	*Channel Feature* Implementation – raise the change request for IPPC approval Develop charge back model for industry Develop a policy document on the use of the channel	UNICC Craig / ESG Craig	High High High	April 2020 1st quarter
4.5	*Hub digital signature* Implementation approach, 2 or 3 different options with the costing. Which will include the GeNS. Validation tool update	UNICC	High	Dec 2019
4.6	*Accept / Reject* Enable messaging back and review options Update status code document	Gianluca Christian / All	High	Jan 2020
5	**GeNS Developments**			
5.1	*Paper templates*	IPPC Secretariat		Dec 2019

	Letter to CPs on the benefits of having the standardized template for all NPPOs.			
5.2	Implementation of Planned enhancements (list)	UNICC		
5.3	*Translations* Guides (Ar, Ru, Fr, Es) IPPC lists – Review and translate	IPPC Secretariat IPPC / ESG		
5.4	ToRs for company and NPPO administrator roles	Venkat / Craig (legal)		Dec 2019
5.5	Disable offline certificates	UNICC		Nov 2019
5.6	Legal statement on the log in page	Craig		Dec 2019
6.	**Status of countries** IPPC to reach out to country Update self-evaluating status when countries are registering Make focal points mandatory during registration	IPPC Peter UNICC		Dec 2019
7.	STDF final report	IPPC / All		15 Dec / Return 24 Jan
8.	Structure a report of forward release schedules including effort – for ESG to review	UNICC		Dec 2019
9.	Management board – Venkat to share a model that he uses – format and update to define governance roles better i.e. role of Steering group and the Bureau	Venkat / IPPC Secretariat		Jan 2020
10.	List of benefits of ePhyto	Peter		
11.	Manuals eLearning	UNICC UNICC / ESG		Mid Dec 2019 / Distribution Jan 2020 Feb 2020
12.	Follow up with Industry on case study between Netherlands and Brazil	IPPC Secretariat		Dec 2019
13.	Countries to write a letter regarding the collaboration on eCert work	ESG	Low	
14.	Get a copy of the PPPO PCE	Peter		Dec 2019
15.	Follow up with African countries requesting GeNS use	Josiah		Dec 2019