



Minutes of the second meeting of the Working Group to develop IPPC e-Commerce Guide for plants, plant products and other regulated articles (2017-039) (VM-02)

24 March 2021 at 21:00 – 24:00 p.m. (UTC time)

1. Opening of the Meeting

- [1] Ms Barbara PETERSON, the IPPC Secretariat, Implementation and Facilitation Unit (IFU) Lead for the e-Commerce guide opened the meeting and welcomed the participants. She introduced participants of the IPPC Secretariat including Mr Qingpo YANG, Implementation and Facilitation officer and Ms Elene GOGNADZ, Office assistant of IFU.

2. Meeting arrangements

- [2] Ms Elene GOGNADZE reviewed the arrangements for the virtual meeting and there was no objection for the Secretariat to record the meeting.
- [3] Ms Barbara PETERSON, the IPPC Secretariat, Implementation and Facilitation Unit (IFU) Lead for the e-Commerce guide, explained the role of the Chairperson and the rapporteur.
- [4] Mr Sam McKeon, Assistant Director of Biosecurity Education in Australia's Department of Agriculture, Water and Environment offered to be the Chairperson and Mr Alan Burne from Biosecurity New Zealand Ministry for Primary Industries volunteered as rapporteur for the meeting. There were no objections.
- [5] The Chair reviewed the agenda and the key objectives of this meeting.
- [6] The agenda for the meeting was adopted; it is presented in Appendix 1.

3. Administrative matters

- [7] Ms Barbara PETERSON confirmed that all the working papers for this meeting are posted on the IPP restricted area. The IPPC Secretariat prepared a draft proposal for the Table of Contents for the Guide and it is provided as Document 3. The draft organizes the elements of the Outline into a possible structure for the guide that is consistent with other IPPC Guides. The group members noted that the presentation would be posted to the restricted work area after the meeting.
- [8] The list of participants is presented in Appendix 2.

4. Organization of the work

- [9] Ms Barbara PETERSON made a presentation about how to organize the work to develop the guide. She provided a brief background on the IPPC e-Commerce programme, the CPM Recommendation on e-Commerce (R-05) and the process for the development of the e-Commerce guide. She also explained the purpose of implementation plans for guides and that the WG would be asked to contribute developing the implementation plan for this particular guide.
- [10] A Working Group (WG) member asked whether the Secretariat would hire someone to edit the guide. The Secretariat confirmed that a professional editor, familiar with IPPC terms, would be hired to edit the guide and ensure that it is clearly written and aligns with both the IPPC and FAO Style Guides.
- [11] A WG member asked how the performance of the guide would be monitored. The Secretariat responded that several tools may be used, including questionnaires that ask users to evaluate the guide and other tools that monitor visits to the webpage for the guide or track pdf downloads. The Secretariat also explained that

in January 2020 the FAO started assigning digital object identifiers (DOI) to most publications and that this code may be used to track the digital visibility of the guide.

- [12] A Working Group (WG) member shared that Australia's Department of Agriculture, Water and Environment has developed a web-scraping tool, named IBIS, which can be used to monitor the internet for specific key words or hash tags. He noted the group that the platform is free for anyone to use and offered to make a presentation during one of the WG meetings.

5. The elements of IPPC guides

- [13] Ms Barbara PETERSON made a presentation on the elements of IPPC guides, which gave general guidance on writing IPPC guides. She also displayed one guide to provide an example of the type of information that is included in the guides and how they are structured.
- [14] One WG member asked whether it is common for IPPC guides to reference other guides. The IPPC Secretariat confirmed the intention to avoid duplicating content in different published guides and that relevant guides and ISPMs should be referenced. This is often done by using text boxes.
- [15] One WG member asked whether the definitions section should be developed first or at a later stage. The IPPC Secretariat confirmed that the definitions section of the guide is generally prepared after most of the text has been drafted, but suggested that WG identify any terms that are not included in the Glossary of phytosanitary terms (ISPM 5) but which should be defined in the e-Commerce guide.
- [16] One WG member suggested that it is important to define e-Commerce in the context of the work to develop this guide, since so many trade transactions these days have an electronic component. He also raised questions about how NPPOs determine their acceptable level of phytosanitary security and how they evaluate their success, with respect to mitigating phytosanitary risks associated with e-Commerce trade.

6. Drafting the Table of Contents

- [17] Ms Barbara PETERSON introduced this agenda item and reminded the WG members that the Outline for the e-Commerce Guide identifies both the tasks assigned to the WG and the content to be included in the guide. However, the WG should determine the structure of the guide and should identify any information gaps. Document 3 proposes a way of structuring the elements of the Outline into a Table of Contents for the Guide. The WG reviewed the draft Table of Contents and discussed the information that should be included in different sections of the guide.
- [18] The WG reviewed the scope of the guide and noted that it identifies NPPOs and RPPOs as the primary target audience. However, they agreed that the guide may also be of interest to other national border agencies and various e-Commerce stakeholders and agreed that it should offer guidance to assist NPPOs in improving collaboration at a national level. WG members discussed how the division of responsibilities between NPPOs and their respective customs organizations varies between countries and agreed that the guide should provide general guidance to help NPPOs strengthen cooperation and communication with other border agencies regardless of the division of responsibilities at the border.
- [19] The WG discussed the importance of recognizing the diversity in the levels of experience among NPPOs and RPPOs in addressing phytosanitary issues related to e-Commerce. The WG agreed that the guide should provide guidance to NPPOs that are at different stages of addressing phytosanitary issues related to e-Commerce.
- [20] One WG member asked about the joint work plan with the World Customs Organization (WCO). The IPPC Secretariat explained that the joint work plan describes areas of cooperation between the IPPC Secretariat and WCO Secretariat. For example, the IPPC Secretariat is invited to participate in the WCO working group on e-commerce as an observer and the WCO is invited to attend the CPM as an observer. Although the

main target audience for this guide is NPPOs and RPPOs, the IPPC Secretariat appreciates the support received from organizations, such as the WCO and the Universal Postal Union (UPU), who also have a mandate related to e-Commerce. She noted that the WCO participated in the first meeting of this WG as an observer and the UPU nominated an expert to participate in this WG.

- [21] The WG requested that the IPPC Secretariat revise the draft Table of Contents to include key points from the discussions during the WG meeting. The Secretariat suggested that the revised document would be posted to the Online Comments System and the WG members would be invited to review the document and consider both the proposed structure of the guide as well as any gaps in the content.

8. Any other business

- [22] The WG agreed that the next WG meeting (VM-03) would be held virtually over Zoom on 14 April 2021 at noon (UTC time). The Secretariat informed the WG that representatives from the WCO and UPU had confirmed their availability to make presentations during this meeting.

9. Closing

- [23] The Chair and the Secretariat thanked all the experts for their participation and the meeting was closed.

Annex I: Agenda**Second meeting of the Working Group to develop the IPPC e-Commerce Guide for plants, plant products and other regulated articles (2017-039) (VM-02)***24 March 2021 at 21:00 – 24:00 p.m. (UTC time)***Zoom meeting url:** <https://fao.zoom.us/j/97530058521?from=addon>**Passcode:** 87874576 **Meeting ID:** 975 3005 8521**To join by telephone:** dial a number based on your current location (<https://fao.zoom.us/u/acr8r0bkYA>) and then enter the meeting ID followed by the passcode**PROVISIONAL AGENDA***(revised 2021-03-10)*

	AGENDA ITEM	Duration (minutes)	DOCUMENT NO.	PRESENTER
1	Opening of the Meeting	10	--	IPPC Secretariat
2	Meeting Arrangements	10	--	
2.1	Selection of the Chairperson		--	IPPC Secretariat
2.2	Selection of the rapporteur		--	IPPC Secretariat
3	Administrative matters	10		
3.1	Adoption of the Agenda		VM02_01	Chairperson
3.2	Working documents		IPP restricted work area	IPPC Secretariat
3.3	Participants list		VM02_02	IPPC Secretariat
4	Organization of the work	20	Presentation	IPPC Secretariat
5	Elements of an IPPC Guide	20	Presentation	IPPC Secretariat
6	Drafting the Table of Contents	60	VM02_03	IPPC Secretariat
7	Other Business	15	--	Chairperson
8	Close of the Meeting	5	--	Chairperson / IPPC Secretariat

Annex II: Participants list**Second meeting of the Working Group to develop the IPPC e-Commerce Guide for plants, plant products and other regulated articles (2017-039) (VM-02)****Participants List**
(revised 2021-03-27)

Role	Name, position, organization, country	Email address
WG Member	Mr BURNE, Allan Manager Plant Import Risk Assessment Biosecurity New Zealand Ministry for Primary Industries New Zealand	allan.burne3@mpi.govt.nz
WG Member	Mr GALLANT, Bruno Senior Legislation Officer integration Canadian Food Inspection Agency (CFIA) Canada	bruno.gallant@canada.ca
WG Member	Mr MARKER, Cory Smuggling Interdiction Trade Compliance (SITC) Analyst USDA-APHIS Plant Protection and Quarantine (PPQ) United States	cory.a.marker@usda.gov
WG Member	Mr McKEON, Samuel Assistant Director, Biosecurity Education Department of Agriculture, Water and Environment Australia	sam.mckeon@awe.gov.au
WG Member	Ms PASANEN, Miia Senior Officer Finnish Food Authority Finland	miia.pasanen@ruokavirasto.fi
WG Member	Ms PIERRE, Adele Senior Plant Protection Officer National Plant Protection Organization, NAREI Guyana	apierre@narei.gov.gy
WG Member	Mr SELA, Shane Senior Trade Facilitation Specialist World Bank Group Canada / United States of America	ssela@worldbank.org

Role	Name, position, organization, country	Email address
WG Member	Ms WILSON GRAHAM, Sanniel Chief Plant Quarantine Officer Ministry of Agriculture & Fisheries Jamaica	sanniel.wilsongraham@moa.gov.jm
Implementation and Capacity Development Committee Lead	Mr GEUZE, Thorwald Senior Plant Health Officer - Food and consumer Product Safety Authority (NVWA) NETHERLANDS	t.geuze@nvwa.nl
Standards Committee	Mr BISHOP, Samuel Plant Health Policy Team Department for Environment Food and Rural Affairs United Kingdom	sam.bishop@defra.gsi.gov.uk
IPPC Secretariat Lead	Ms PETERSON, Barbara Implementation Facilitation Officer IPPC Secretariat, FAO Suite 400, 4321 Still Creek Drive Burnaby, British Columbia V5C 6S7 Canada	barbara.peterson@fao.org
IPPC Secretariat	Mr Qingpo, Yang Implementation Facilitation Officer IPPC Secretariat, FAO Viale Delle Terme di Caracalla 00153 Roma Italy	qingpo.yang@fao.org
IPPC Secretariat	Ms GOGNADZE, Elene Office Assistant IPPC Secretariat, FAO Viale Delle Terme di Caracalla 00153 Roma Italy	elene.gognadze@fao.org