Minutes of the Fourth meeting of the Working Group to develop IPPC e-Commerce Guide for plants, plant products, and other regulated articles (2017-039) (VM-04)

*26 May 2021 at 21:00 to 24:00 (UTC)*

1. Opening of the Meeting
2. Ms Barbara PETERSON, the IPPC Secretariat, Implementation and Facilitation Unit (IFU) Lead for the e-Commerce guide opened the meeting and welcomed participants.
3. Meeting arrangements
4. Mr Qingpo YANG reviewed the arrangements for the virtual meeting and there was no objection for the Secretariat to record the meeting.
5. Ms Sanniel WILSON-GRAHAM, Chief Plant Quarantine Officer, Ministry of Agriculture & Fisheries Jamaica, offered to be the chairperson for the meeting, and Ms. Adele PIERRE, Senior Plant Protection Officer, National Plant Protection Organization, NAREI, offered to be the Rapporteur for the meeting. There were no objections.
6. Administrative matters
7. The Chair reviewed the agenda and key objectives of the meeting. The agenda was adopted, see appendix 1.
8. Mr Mauricio RIBEIRO of Brazil’s postal service informed the Secretariat before the meeting that he would be unable to attend the WG meetings, but would still consider peer reviewing the Guide. Mr Xubin PAN and Mr Nicolas AUNON did not attend the meeting. The list of meeting participants is presented in Appendix 2.
9. IBIS Web scraper demonstration
10. Mr Samuel McKEON gave a demonstration of Australia’s International Biosecurity Intelligence System (IBIS) web scraper. Mr McKEON noted that IBIS is an open source intelligence gathering software which monitors the web through searches such as Google, Yandex and Bing; as well as websites which the user has identified, using a Vertical Search Engine (VSE), or by tying to a RSS Search or an email newsletter search.
11. He further stated that IBIS is used broadly by both regulators and industry in Australia to gather information on emerging pests and or monitor an emerging issue, such as the unsolicited seed packets that were received in many countries in 2020. The search results are organized into categories (e.g. stakeholder engagement team, biosecurity assurance program, domestic quarantine concerns, plant products, nursery stock, seeds for sowing, timber) and information is displayed as a news feed, with links to a series of articles that contain the key words that were used in the search. It also provides a map indicating the geographical origin of the articles. Relevant articles can be easily identified and made available to other members of the team.
12. The speaker explained that he gave all the working group members access to IBIS and that he had set up a search using the keywords “IPPC e-Commerce”. He then offered to provide additional training session in the future, for those interested. The working group members thanked him for his interesting presentations and discussed how IBIS could potentially be used to monitor e-Commerce in the phytosanitary community.
13. Revised draft table of contents and comments from OCS
14. IPPC Secretariat summarized and presented the comments from the Online Commenting System (OCS) to facilitate the working group’s discussion.
15. The Working Group (WG) agreed to add “in international trade” to the name of the guide, IPPC e-Commerce guide for plants, plants products, and other regulated articles in international trade.
16. The Secretariat clarified that the acronyms used in the draft Table of Contents are business-to-business (B2B), business-to-consumer (B2C) and consumer-to-consumer (C2C). These are the same acronyms used by the World Customs Organization and are commonly used on the internet. One WG member indicated that their NPPO uses the acronym person-to-person (P2P). The working group agreed that it is important to be clear and consistent in the use of these acronyms and terms in the guide.
17. The WG considered that the definition of e-Commerce used by WCO is not appropriate for use in the phytosanitary context and recommended that neither a formal definition of e-Commerce nor a supplement to ISPM 5 is required, but rather a clear understanding of the scope and what is out of scope.
18. The WG agreed that, for the purposes of this guide, e-Commerce is considered to include:

* Electronic transactions leading to the international movement of tangible good
* Commercial and non-commercial transactions (i.e. all goods whether they are sold, traded, or gifted)
* Goods following non-traditional distribution patterns (i.e. mainly B2C and C2C transactions).

1. The WG also agreed that this guide does not consider goods that follow traditional distribution patterns, such as bulk commercial consignments (i.e. most B2B transactions).
2. The working group agreed to change the name Chapter VI from “Requirements for national legislation to support actions relevant to e-Commerce” to “Considerations for national legislation to support relevant to e-commerce”.
3. The WG agreed to the revised version of the Table of Contents, recognizing that the WG could still make adjustments if any gaps or deficiencies are identified while drafting the guide.
4. Timelines and next steps for the work to develop the guide
5. The Secretariat asked the WG members to consider their areas of expertise and to volunteer to draft chapters of the guide. The WG identified lead authors[[1]](#footnote-2) for the majority of the chapters. The Secretariat offered to prepare a preliminary draft of Chapters III and IV.
6. **Chapter I**– *Introduction to e-Commerce* - **Shane, Miia, Cory**
7. **Chapter II** – *Pest risks associated with e-Commerce* - **Allan, Sanniel***(Xubin as reviewer)*
8. **Chapter V** – *e-Commerce supply chain, awareness raising and cooperation* -**Sam M., Adele, Bruno**
9. **Chapter VI**– *Guidance for NPPOs* - **Sanniel, Allan**
10. **Chapter VII** - *Notification, response and emergency action* - **Cory, Bruno, Xubin**
11. The WG agreed that six weeks would provide sufficient time for them to collaborate with the other members of their writing group to draft and review their assigned chapters. The WG also agreed that the deadline for submitting the first draft of all the chapters to the Secretariat is 7 July 2021.
12. The WG agreed that the fifth meeting of the WG will be held on 23 June 2021. The WG agreed that the agenda for the next meeting would include an opportunity for each WG member to provide an update on the status of their work to draft the guide and raise points for discussion by the WG.
13. There were no objections to the Secretariat’s suggestion to set up an external MS Teams channel to facilitate reviewing the draft guide once all the chapters have been submitted to the Secretariat and assembled.
14. The Secretariat clarified that all members of the WG would have an opportunity to review the entire guide and that there would also be a peer review process after that.
15. Any other business
16. There was no other business
17. Close of the meeting
18. The Chair thanked the participants for their active participation and the successful meeting.
19. The Secretariat thanked the Chairperson for facilitating the discussions and Mr McKEON for his interesting presentation. She acknowledged the rapporteur and thanked the participants for a very productive meeting.

Appendix 1

**Working Group to develop the IPPC e-Commerce Guide for plants, plant products and other regulated articles (2017-039) (VM-04)**

*26 May 2021 at 21:00 to 24:00 (UTC time)*

**PROVISIONAL AGENDA**

*(2021-05-12)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGENDA ITEM** | | **Duration**  **(minutes)** | **DOCUMENT NO.** | **PRESENTER** |
| **1** | **Opening of the Meeting** | 5 |  | IPPC Secretariat |
| **2** | **Meeting Arrangements** | 5 |  |  |
| 2.1 | Selection of the Chairperson |  |  | IPPC Secretariat |
| 2.2 | Selection of the Rapporteur |  |  | IPPC Secretariat |
| 2.3 | Adoption of the agenda |  | VM04\_01 | Chair |
| **3** | **Administrative matters** | 5 |  | IPPC Secretariat |
| 3.1 | Review of meeting documents |  |  | IPPC Secretariat |
| 3.2 | Participants list |  | VM04\_02 | IPPC Secretariat |
| **4** | **IBIS web crawler demonstration** | 30 |  | Sam McKEON |
| **5** | **Revised draft Table of Contents and comments from OCS review** | 60 | VM04\_03  VM04\_04  VM04\_05 | IPPC Secretariat |
| **6** | **Timeline and next steps for the work to develop the guide** | 30 |  | IPPC Secretariat |
| **7** | **Any Other Business** | 10 |  | Chairperson |
| **8** | **Close of the Meeting** | 5 |  | Chairperson / IPPC Secretariat |

Appendix 2

**4th Meeting of the Working Group to develop an e-Commerce Guide for plants, plant products and other regulated articles (2017-039)**

**Participants List**

*(revised 2021-05-29)*

|  |  |  |
| --- | --- | --- |
| **Role** | **Name, position, organization, country** | **Email address** |
| WG Member | **Mr Alan** **BURNE**  Manager Plant Import Risk Assessment  Biosecurity New Zealand Ministry for Primary Industries  **New Zealand** | [allan.burne3@mpi.govt.nz](mailto:allan.burne3@mpi.govt.nz) |
| WG Member | **Mr Bruno** **GALLANT**  Senior Legislation Officer integration  Canadian Food Inspection Agency (CFIA)  **Canada** | [bruno.gallant@canada.ca](mailto:bruno.gallant@canada.ca) |
| WG Member | **Mr Cory** **MARKER**  Smuggling Interdiction Trade Compliance (SITC) Analyst  USDA-APHIS Plant Protection and Quarantine (PPQ)  **United States** | [cory.a.marker@usda.gov](mailto:cory.a.marker@usda.gov) |
| WG Member | **Mr Samuel McKEON**  Assistant Director, Biosecurity Education  Department of Agriculture, Water and Environment  **Australia** | [sam.mckeon@awe.gov.au](mailto:sam.mckeon@awe.gov.au) |
| WG Member | **Ms Miia** **PASANEN**  Senior Officer  Finnish Food Authority  **Finland** | [miia.pasanen@ruokavirasto.fi](mailto:miia.pasanen@ruokavirasto.fi) |
| WG Member | **Ms Adele** **PIERRE**  Senior Plant Protection Officer  National Plant Protection Organization, NAREI  **Guyana** | [apierre@narei.gov.gy](mailto:apierre@narei.gov.gy)  [adele17\_gy@hotmail.com](mailto:adele17_gy@hotmail.com) |
| WG Member | **Mr Shane SELA**  Senior Trade Facilitation Specialist  World Bank Group  **Canada / United States of America** | [ssela@worldbank.org](mailto:ssela@worldbank.org) |
| WG Member | **Ms Sanniel** **WILSON GRAHAM**  Chief Plant Quarantine Officer  Ministry of Agriculture & Fisheries  **Jamaica** | [sanniel.wilsongraham@moa.gov.jm](mailto:sanniel.wilsongraham@moa.gov.jm)  [sanniel\_wilson@yahoo.co.uk](mailto:sanniel_wilson@yahoo.co.uk) |
| Implementation and Capacity Development Committee Lead | **Mr Thorwald GEUZE**  Senior Plant Health Officer - Food and consumer Product Safety Authority (NVWA)  **NETHERLANDS** | [t.geuze@nvwa.nl](mailto:t.geuze@nvwa.nl) |
| IPPC Secretariat Lead | **Ms Barbara** **PETERSON**  Implementation Facilitation Officer  IPPC Secretariat, FAO  Suite 400, 4321 Still Creek Drive  Burnaby, British Columbia V5C 6S7  **Canada** | [barbara.peterson@fao.org](mailto:barbara.peterson@fao.org) |
| IPPC Secretariat | **Mr Qingpo** **YANG**  Implementation and Facilitation Unit Officer  IPPC Secretariat, FAO   Viale Delle Terme di Caracalla  00153 Roma  **Italy** | [qingpo.yang@fao.org](mailto:qingpo.yang@fao.org) |
| IPPC Secretariat | **Ms Ewa** **CZERWIEN**  Office Assistant  IPPC Secretariat, FAO   Viale Delle Terme di Caracalla  00153 Roma  **Italy** | [Ewa.Czerwien@fao.org](mailto:Ewa.Czerwien@fao.org) |

1. Two of the WG experts contacted the Secretariat after the WG meeting to identify the chapters they will contribute to writing. They are included in this list. [↑](#footnote-ref-2)