



MINUTES OF THE SIXTH MEETING OF THE WORKING GROUP TO DEVELOP IPPC E-COMMERCE GUIDE FOR PLANTS, PLANT PRODUCTS, AND OTHER REGULATED ARTICLES (2017-039) (VM-06)

15 September from 21:00-24:00 (UTC time)

1. Opening of the Meeting

- [1] Barbara PETERSON, the IPPC Secretariat, Implementation and Facilitation Unit (IFU) Lead for the e-Commerce guide opened the meeting and welcomed the participants.

2. Meeting Arrangements

- [2] Thorwald GEUZE, Implementation, and Capacity Development Committee (IC) lead for the e-Commerce Guide offered to be the chairperson for the meeting, and Miia PASANEN, Senior Officer, Finnish Food Authority, Finland, offered to be the Rapporteur for the meeting. There was no objection.

3. Administrative matters

- [3] The Chair reviewed the agenda and key objectives of the meeting. The agenda was adopted see appendix 1.
- [4] Shane SELA, Senior Trade Facilitation Specialist, World Bank Group and Sam McKEON, Assistant Director of Biosecurity Education in Australia's Department of Agriculture, Water and Environment, informed the Secretariat in advance that they were not able to attend the meeting. Xubin PAN was also not in attendance. The list of meeting participants is presented in Appendix 2.
- [5] The IPPC Secretariat confirmed that all the meeting documents have been posted to the restricted area on IPP and Microsoft Teams. The minutes of the 5th WG meeting are posted on the International Phytosanitary Portal (IPP)¹.

4. Review of draft Guide

- [6] The chair and the IPPC Secretariat presented the main comments submitted by the working group members. The meeting participants reviewed these comments and provided further comments.
- [7] One member noted the variability in the writing style used by different authors and asked how this will be adjusted so that the guide is cohesive, rather than a collection of different chapters. He also mentioned that some chapters are linked to other chapters and that these should be revised to ensure there is no duplication of information but that the chapters flow together.
- [8] IPPC Secretariat clarified that the WG should try to eliminate the duplication and prepare a final draft that can be sent for editing. In fact, the draft document will be professionally edited on two occasions. The first edit will be completed prior to the peer review stage and it will ensure that the language is consistent among different chapters and the text is easy for different readers to understand. Then, after the WG members address the comments from the peer review, the guide will be copy-edited to ensure that it also aligns with the IPPC and FAO style guides and with the glossary of phytosanitary terms (ISPM 5).
- [9] The group discussed that some of the terms commonly used by the e-Commerce industry may differ from those most often used by NPPO staff. For example the e-Commerce industry uses 'vendor / buyer'

¹ Development of the e-Commerce Guide (2017-039): <https://www.ippc.int/en/core-activities/capacity-development/guides-and-training-materials/development-guides-and-training-materials/e-commerce-guide-2017-039/>

where an NPPO may use the terms ‘exporter / importer’. The WG suggested that this should be taken into consideration when developing the definitions in the guide.

- [10] The group noted that many of the WG comments suggest adding more examples in the guide. The Secretariat clarified that the WG members should propose revisions to improve the text and are encouraged to add content directly into the document using track changes.
- [11] The WG agreed that the proposed text box containing general information about EDI, ASYCUDA, and Single Window could be useful if it was accompanied by guidance on how these tools could be used to enhance collaboration among border agencies and facilitate targeting or control of e-Commerce items. The chair asked the WG members to consider whether this information should be moved to Chapter 6.2.
- [12] One WG member suggested that the expression “between NPPOs” should be clarified to recognize that both bilateral and multilateral (sub-regional and regional) cooperation may occur.
- [13] The WG group discussed the e-Commerce flowchart proposed for Chapter 5 and suggested that national customs agencies should be added to it. The Secretariat clarified that it is important for the WG to decide on the elements that should be included in the flowchart but that a graphic designer will prepare the final version.
- [14] The chair noted that there are significantly fewer comments on the last few chapters of the draft guide than on the first chapters. He suggested that perhaps not all WG members have reviewed the entire document. He encouraged the WG members to please review the entire document again and to identify any information that might be missing and to add practical guidance and tips for contracting parties. He also asked the WG members to consider whether Chapters 4 and 5 should be merged or how to arrange the information to ensure a smooth transition between the chapters.

5. Overview of submitted case studies

- [15] The Secretariat gave a brief overview of the case studies submitted during the call, which closed 10 September. Case studies were received from Argentina, Belgium, Canada, Denmark, and Jamaica. The WG also reviewed the list of proposed case studies that have not yet been submitted and considered whether there are any other topics that would make good case studies. Three WG members agreed to prepare additional case studies and submit them within two weeks.
- [16] One WG member asked the Secretariat to clarify the difference between country case studies that are included in a chapter at the end of the guide and examples that are embedded in the guide. He suggested that some case study stories may need to be generalized to avoid publishing confidential information.

6. Organization of the remaining work

- [17] The WG members agreed to complete their review of the entire guide and submit any additional case studies by 27 September 2021.
- [18] The WG asked the Secretariat to invite International Seed Federation and Global Express Association to make a presentation to the next WG meeting (VM07) on either 6 or 13 October.
- [19] The WG agreed to hold their 8th virtual meeting on 27 October to discuss any outstanding comments and plan to finalize this draft of the guide so it may be edited.

7. Any other business

- [20] The Secretariat noted the considerable contributions that Sam McKEON has to the draft guide and to the WG but that he has taken a sabbatical and is no longer able to participate in the WG. Bruno GALLANT, and Adele PIERRE, agreed to take over as the lead authors for Chapter 5.

8. Close the meeting.

- [21] In closing, the Secretariat thanked the Chairperson and 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-06)

PROVISIONAL Agenda

(2021-07-27)

	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		VM06_01	Chair
3	Administrative matters	5		IPPC Secretariat
3.1	Review of meeting documents			IPPC Secretariat
3.2	Participants list		VM06_02	IPPC Secretariat
4	Review draft Guide	75	MS Teams	Chairperson / Lead authors
5	Overview of submitted case studies	15		IPPC Secretariat
6	Organization of remaining work	30		IPPC Secretariat
7	Any Other Business	10		Chair
8	Close of the Meeting	5		Chair / IPPC Secretariat

Appendix 2

Working Group to develop an e-Commerce Guide for plants, plant products and other regulated articles (2017-039)

Participants List (VM-06)

(revised 2021-09-15)

Role	Name, position, organization, country	Email address
WG Member	Mr BURNE, Allan	allan.burne3@mpi.govt.nz
WG Member	Mr GALLANT, Bruno	bruno.gallant@canada.ca
WG Member	Mr MARKER, Cory	cory.a.marker@usda.gov
WG Member	Ms PASANEN, Miia	miia.pasanen@ruokavirasto.fi
WG Member	Ms PIERRE, Adele	apierre@narei.gov.gy adele17_gy@hotmail.com
WG Member	Ms WILSON GRAHAM, Sanniel	sanniel.wilson@moa.gov.jm sanniel_wilson@yahoo.co.uk
IC Lead	Mr GEUZE, Thorwald	t.geuze@nvwa.nl
Standards Committee	Mr BISHOP, Samuel	sam.bishop@defra.gsi.gov.uk
IPPC Secretariat Lead	Ms PETERSON, Barbara	barbara.peterson@fao.org
IPPC Secretariat	Mr YANG, Qingpo	qingpo.yang@fao.org