



MINUTES OF THE EIGHTH MEETING OF THE WORKING GROUP TO DEVELOP IPPC E-COMMERCE GUIDE FOR PLANTS, PLANT PRODUCTS, AND OTHER REGULATED ARTICLES (2017-039) (VM-08)

6 October from noon-15:00 (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 Sanniel WILSON GRAHAM, Chief Plant Quarantine Officer, Ministry of Agriculture & Fisheries, Jamaica 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 and is presented in Appendix 1.
- [4] Allan BURNE and Cory MARKER, informed the Secretariat in advance that they were not able to attend the meeting. Xubin PAN did not attend the meeting. 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 the IPP and Microsoft Teams. The minutes of the seventh WG meeting were posted on the e-Commerce webpage on IPP: <https://www.ippc.int/en/publications/90377/>.

4. Country case studies

- [6] The IPPC Secretariat provided an overview of the 13 e-Commerce case studies that were submitted through the call for case studies and by members of the working group. Case studies were submitted by Argentina, Belgium, Canada, Denmark, Jamaica, New Zealand (5) and the United States (3).
- [7] The WG noted that some of the case studies could be incorporated directly into the body of the guide, while others might be highlighted in a text box and others might be referenced in the text but included as full case studies in a separate chapter specifically for case studies. The WG considered where these case studies may be referenced in the different chapters and tentatively proposed the following:
- **Chapter 1:** Trading of seeds through e-Commerce (B2C) (Belgium); e-Commerce via Social Media (United States);
 - **Chapter 5:** E-commerce education and awareness initiatives: The Canadian experience (Canada); Educational engagement with the online buyer of stick insect eggs (New Zealand); Development of an educational letter for international suppliers (New Zealand);
 - **Chapter 6:** Inspection of regulated articles in Argentine electronic commerce (Argentina); Using a webcrawler to search for webshops (Denmark); Export of Non-Commercial Regulated Articles (Jamaica); E-commerce & banning propagative material (United States);
 - **Chapter 7:** Preventative engagement with the online seller of marimo moss balls (New Zealand); Educational engagement with online buyers of plants not permitted entry to New Zealand (New Zealand); Referral to MPI compliance team due to continuous online purchasing of risk goods (New Zealand); Smuggling of Agricultural Products (New Zealand).
- [8] The WG noted that some of the case studies could be relevant to several chapters and that they would consider how best to incorporate the case studies when they review their chapters.

- [9] The WG suggested that the Secretariat should liaise with some of the submitters to clarify the content of a couple of the proposed case studies.
- [10] One WG member expressed concern that few developing countries had submitted case studies. The Secretariat advised the WG that during the peer review process, there would be an opportunity for the peer reviewers to identify additional case studies and submit them.
- [11] The working group considered that it may be valuable to add some information about web crawlers in a text box, in order to highlight both potential benefits and potential limitations of these tools.

5. Update on reviewing guide chapters

- [12] The IPPC Secretariat presented a draft table of e-Commerce business models and discussed the terminology to use. The proposed terms “Seller/Vendor (Exporter)” was changed to “Seller/Supplier (Exporter)” and the terms “Buyer/Consumer (Importer)” was changed to “Buyer/Receiver (Importer)”. The WG highlighted that it would be important to highlight all these equivalent terms (e.g. gifts, donations etc) in the definitions provided in the guide.
- [13] The group also viewed the figures related to the e-commerce supply chain and discussed how best to illustrate the national agencies with responsibilities at the border. The WG members agreed to review the figures more thoroughly following the meeting and noted that they are saved on MS Teams.

6. Organization of remaining work

- [14] The WG requested that the Secretariat send the individual chapters to the relevant author groups for finalization by 29 October. The WG members agreed that they would review their assigned chapters with the other members of their writing group and return the final clean version to the Secretariat by 19 November 2021. The Secretariat agreed to reassemble the chapters and post the draft Guide to MS Teams, as quickly as possible. The WG members would then have two weeks to review this 2nd draft of guide and provide any comments by 06 December. The WG agreed that the next WG meeting should be planned for 08 December 2021 to discuss any outstanding comments and seek consensus on sending the revised draft guide for editing. The WG also noted the Secretariat’s request to identify any individuals that they would like to invite to contribute comments during the peer review process for the draft guide.

[15] Timeline as agreed during WG meeting on 27 October (VM08)

- **29 October:** Barbara to send chapters back to lead authors / author groups
- **19 November:** deadline for author groups to send reviewed and cleaned-up chapters back to Barbara
- **23 November:** Barbara to put the resulting document onto MS Teams for final review by WG members
- **06 December:** deadline for WG member comments (*2 weeks*)
- **08 December:** WG meeting, if needed to discuss comments and reach consensus on the version of the Guide to send to the editor

7. Any other business

- [16] There was no other business.

8. Close of the meeting

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

27 September from 19:00 to 22:00 (UTC time)

PROVISIONAL Agenda

(2021-10-13)

	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		VM08_01	Chair
3	Administrative matters	5		IPPC Secretariat
3.1	Review of meeting documents			IPPC Secretariat
3.2	Participants list		VM08_02	IPPC Secretariat
4	Country case studies	60		IPPC Secretariat
5	Update on reviewing Guide chapters	45		Chair
6	Organization of remaining work	15		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-08)

Role	Name, position, organization, country	Email address
WG Member	GALLANT, Bruno	bruno.gallant@canada.ca
WG Member	PASANEN, Miia	miia.pasanen@ruokavirasto.fi
WG Member	PIERRE, Adele	apierre@narei.gov.gy adele17_gy@hotmail.com
WG Member	SELA, Shane	ssela@worldbank.org
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IPPC Secretariat	YANG, Qingpo	qingpo.yang@fao.org