



MINUTES OF THE NINTH MEETING OF THE WORKING GROUP TO DEVELOP IPPC E-COMMERCE GUIDE FOR PLANTS, PLANT PRODUCTS, AND OTHER REGULATED ARTICLES (2017-039) (VM-09)

8 December from 14:00-17:00 (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] Considering this was a brief meeting, the IPPC Secretariat moderated the meeting and there was no selection of a Chair and Rapporteur.

3. Administrative matters

- [3] The agenda is presented in Appendix 1.
- [4] The list of meeting participants is presented in Appendix 2.
- [5] The IPPC Secretariat confirmed that the meeting documents for VM-09, the minutes for VM-08 and the draft Guide are available on the restricted area on the IPP and Microsoft Teams.
- [6] The minutes from VM-08 are also published on the e-Commerce webpage on IPP: <https://www.ippc.int/en/publications/90377/>.

4. Status of Guide

- [7] The IPPC Secretariat confirmed that two WG members submitted comments on the draft Guide since the last meeting. She encouraged other WG members to review the guide and have a particularly close look at Chapters 2 and Chapter 6.
- [8] The IPPC Secretariat noted that there were few substantive comments on the other Chapters, so far the comments are mainly editorial to improve the clarity and precision of the text.
- [9] The WG discussed the proposed restructuring of Chapter 2 and agreed that this chapter of the guide should focus on commodities moving in e-Commerce trade since different countries have different quarantine pests and tolerances for pest risk.
- [10] One WG member expressed concern that the guide is too long and should focus on person-to-person (P2P) trade, which poses the highest risk. He highlighted that lots of general information about e-Commerce is available on the internet. He also advocated for minimizing the guidance on pest risk and to instead refer to other guides or to the country's own processes, recognizing that it is the NPPO's responsibility to make determinations about pest risk.
- [11] The Secretariat reminded the WG members that the draft specification for the guide went for consultation prior to being approved by the Implementation and Capacity Development Committee (IC) and that the scope of the requested guide is broader than just person-to-person (P2P) transactions and that it also includes the mail and courier pathways. In addition IPPC Guides are intended to provide comprehensive, easy to understand technical information and best practices to build national phytosanitary capacities. However, this does not preclude the WG from recommending that a more targeted brochure also be prepared focusing on some elements of the guide.
- [12] In response to a question from a WG member, the Secretariat confirmed that there are tentative plans to host a webinar to launch the e-Commerce Guide after it is published. She noted that webinars for

other recently published guides have been very successful with high attendance from a large number of NPPOs. Initiatives like the proposals for a webinar and a brochure can be included in an implementation plan for the guide and the WG members will have the opportunity to contribute additional suggestions for promoting the use of the guide and for highlighting some of the key phytosanitary issues posed by e-Commerce to NPPOs.

- [13] The WG agreed to review the entire draft Guide one more time before the end of December 2021 and agreed that the Secretariat could address the comments and prepare the guide for submission to the editor in January. The Secretariat agreed to provide a copy of the edited document to the WG member prior to starting the peer review process.
- [14] The Secretariat encouraged the WG members to add any resources/references that they think would be helpful to NPPOs to the bibliography section of the draft guide.
- [15] The WG noted that a designer would be responsible for preparing the figures and for the layout of the guide. The editor will be consulted on the best way to reference case studies in the guide.
- [16] The IPPC Secretariat encouraged WG members to consider recommending a colleague who might be interested in peer-reviewing the guide.

5. Organization of remaining work

- [17] The Secretariat will finalize the second draft version of the Guide and prepare it for editing in January 2022 and will contact the lead authors if there help is needed to clarify the text.
- [18] The Secretariat will coordinate with the editor so that the document may be professionally edited in January 2022. The Secretariat will address the comments from the editor unless they are substantive, in which case the lead author(s) will be contacted. The final version (draft 3) will be shared with the WG members.
- [19] Peer reviewers will be invited to comment on the third draft version of the Guide using the Online Comment System, hopefully in February 2022.
- [20] The Secretariat will share the compiled comments with the WG members for their review in March 2022. A meeting will be organized to review substantive comments from the peer review and map out the next steps.

6. Any other business

- [21] There was no other business.

7. Close of the meeting

- [22] In closing, the Secretariat 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-06)

08 December from 14:00 to 17:00 (CET)

PROVISIONAL Agenda

	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			IPPC Secretariat
5	Status of Guide	30		Chair
6	Organization of remaining work	30		IPPC Secretariat
7	Any Other Business	5		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-09)

Role	Name, position, organization, country	Email address
WG Member	BURNE, Allan	allan.burne3@mpi.govt.nz
WG Member	GALLANT, Bruno	bruno.gallant@canada.ca
WG Member	MARKER, Cory	cory.a.marker@usda.gov
WG Member	PAN, Xubin	xubin.hu.pan@gmail.com
WG Member	PASANEN, Miia	miia.pasanen@ruokavirasto.fi
IC Lead	GEUZE, Thorwald	t.geuze@nvwa.nl
IPPC Secretariat Lead	PETERSON, Barbara	barbara.peterson@fao.org
IPPC Secretariat	YANG, Qingpo	qingpo.yang@fao.org