



## EPHYTO STEERING GROUP

### TERMS OF REFERENCE

DECEMBER 2024

#### Introduction

- [1] CPM 8 (2013) established the ePhyto Steering Group (ESG) to facilitate the implementation of electronic phytosanitary certificates (ePhytos). Some activities of the original ESG Terms of Reference (2014) have been completed, however many important activities remain including the establishment of ePhyto Solution to facilitate the international harmonized implementation of ePhyto exchange. The key components and framework for this ePhyto Solution are seen as urgent deliverables for enabling countries to implement ePhyto.

#### Purpose

- [2] The ESG provides coordination, guidance and advice on IPPC actions to develop and facilitate harmonized use of electronic phytosanitary certificates and their exchange among contracting parties.

#### Duration and Review

- [3] The ESG's programme of work and these Terms of Reference will be reviewed as required by CPM or the CPM Bureau on behalf of the CPM and reviewed in 2020 and every 3 years thereafter.

#### Membership

- [4] The ESG will be composed as follows:
- (1) Bureau member, who is selected by the Bureau.
  - (1) One expert selected from each of the FAO Regions. Each expert member is nominated by the regional plant protection organization(s) in the region, with a statement of commitment from the expert's employer, through the respective regional bureau member and selected by the Bureau.
  - (2) Two experts from the UN International Computing Centre (UNICC).
- [5] The Chair will be selected by the membership for a term of three years, which may be extended by the membership for an additional term.
- [6] ESG members should have extensive knowledge of phytosanitary certification processes, have regulatory experience and have the time available to actively participate.
- [7] The IPPC Secretariat will provide support, coordinate and facilitate the functions of the ESG.

#### Reporting

- [8] The IPPC Secretariat on behalf of the ESG reports to the CPM Bureau.

#### Functions

- [9] Based upon the input gathered by members, the ESG will:
- i. Identify governance issues and recommend solutions to the Bureau for decision;
  - ii. Identify, prepare for and implement technical priorities and solutions; Monitor the execution of the ePhyto budget against the agreed priorities;
  - iii. Promote the vision, common understanding and use of ePhyto;

- iv. Identify implementation requirements of of ISPM 12 and request a revision, as necessary;
- v. Establish and maintain the required processes and functions for a harmonized ePhyto Solution (including hub and Generic ePhyto National System)
- vi. Provide access to and update a common repository of harmonised terms and codes;
- vii. Contribute to building capacity amongst contracting parties to implement ePhyto;
- viii. Develop standard materials that could be used by contracting parties to support the implementation of ePhyto;
- ix. Identify resource needs for the hub and generic ePhyto national system for sustainable use;
- x. Assist the Secretariat in developing proposals to address funding and resource needs;
- xi. Collaborate on electronic certification initiatives with other international or regional organizations and industry, and;
- xii. Other related functions, as required.

### **Meetings**

- [10] The ESG will meet face-to-face, and virtually as required by the work programme to perform the functions outlined above.
- [11] The ESG can invite additional experts to deal with specific topics or challenges. The ESG may establish ad-hoc groups or request the services of experts to address specific tasks and these groups may meet as required.

### **Funding**

- [12] To undertake this work, participants will be self-funded. Where extra-budgetary resources are identified and allocated to ePhyto, the IPPC Secretariat can consider funding assistance for participants who meet specific criteria established by the IPPC for assisting developing countries.