



Food and Agriculture  
Organization of the  
United Nations



International  
Plant Protection  
Convention

## **MEETING REPORT**

# **IC Subgroup on the IPPC Observatory IC Team on E-commerce Joint Virtual Meeting**

**19 June 2024**

**IPPC Secretariat**



## 1. Opening of the Meeting

### 1.1. Opening by the Secretariat

- [0] The IPPC Secretariat (hereafter referred to as the "secretariat") opened the meeting and welcomed all participants to the first virtual joint meeting of the IC (Implementation and Capacity Development Committee) Subgroup on the IPPC Observatory (hereafter referred to as the "IC subgroup") with the IC Team on E-commerce (hereafter referred to the "IC team"), to discuss the progress on the IPPC Observatory study on e-commerce.

## 2. Meeting Arrangements

### 2.1. Election of the Chairperson

- [1] Mr Francisco GUTIERREZ (IC subgroup member) was elected as the Chairperson of the meeting.

### 2.2. Election of the Rapporteur

- [2] Ms Melisa Graciela NEDILSKYJ (IC team member) was elected as the rapporteur to the meeting.

### 2.3. Adoption of the Agenda

- [3] The meeting agenda was adopted without modification and is attached to this report (Appendix 1).

## 3. Administrative Matters

### 3.1. Review of meeting documents

- [4] The secretariat introduced meeting documents, noting that they had been circulated to both the IC subgroup and the IC team prior to the meeting:

- meeting agenda,
- technical concept note, and
- survey plan.

### 3.2. List of participants

- [5] The participant list is presented in Appendix 2.

## 4. Update on the IPPC Observatory study on e-commerce

### 4.1. Technical concept note and survey plan

- [6] The secretariat reviewed the objectives of the IPPC Observatory study on e-commerce: 1) to gather data about to what extent the NPPOs implemented the CPM recommendation (R-05) on *Internet trade (e-commerce) in plants and other regulated articles*, 2) to establish a baseline to measure key e-commerce outcomes as specified in the IPPC Strategic Framework for 2020-2030, and 3) to compile key challenges that NPPOs face, success stories the NPPOs can refer to, and to identify any potential implementation and capacity development needs from the contracting parties.
- [7] The CPM Bureau had asked the secretariat to launch the IPPC Observatory e-commerce survey prior to the 2024 IPPC Regional Workshops (RW), provide the survey to the workshop participants and add it to the agenda of the RW so it could be presented and discussed. Therefore, the final version of the survey questionnaire with translation into all FAO official languages needs to be finalized before the start of the 2024 regional workshops,<sup>1</sup> with the first workshop scheduled for 5 August 2024.

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<sup>1</sup> CPM Bureau 2024-04 agenda item 11

- [8] The secretariat introduced the survey specialist, Edna MASSAY KALLON, with experience working on similar assignments for the FAO country office in Jordan, the World Bank and the World Organization for Animal Health. The Subgroup and the IC Team members welcomed her.
- [9] The survey specialist presented the IPPC e-commerce pre-survey design activities which consisted of three steps; 1) discussion and research, 2) creation of a technical concept note, and 3) creation of a survey plan.
- [10] The survey specialist presented the overview of the survey plan and the technical concept note. She mentioned that so far, Microsoft Forms had been used for the IPPC Observatory surveys, and suggested that another, more functionable platform might be considered for further surveys that are available at FAO.
- [11] The survey specialist mentioned that the survey questionnaire, along with the technical concept note and the survey plan be shared with the participants for their feedback after the meeting. It was highlighted that the feedback of the IC subgroup and the IC team on the draft questionnaire will be a priority over the other two documents, in view of the timeline for finalisation of the survey. The participants thanked her for her presentation and work.
- [12] One IC Subgroup member asked the secretariat to distribute a web link of the survey as well as a copy of the questionnaire when the survey would be launched, that would allow the NPPOs to consult among themselves before they answer the survey online.
- [13] One IC team member asked about the target response rate needed to draw the survey conclusion. The survey specialist said that 60 percent was the desired response rate, yet 50 percent response rate would be a good starting point.
- [14] Some IC Subgroup and the IC Team members noted the potential positive bias in survey results and asked if any action had been taken to address it. The survey specialist stated that the cover letter that will accompany the survey includes a clause on confidentiality of the survey responses and any data that the respondents will provide. This clause is aimed at ensuring the survey respondents to provide relevant data.
- [15] One IC Subgroup member asked the secretariat to create one glossary for all three documents, the technical concept note, survey plan, and the questionnaire, and called the Secretariat to be regularly in touch with the contracting parties throughout the survey period.
- [16] Some IC Subgroup members and IC Team members noted that some contracting parties may address e-commerce through a comprehensive regulatory framework that is not specific to e-commerce. The Secretariat responded that this type of regulatory framework had been taken into account while developing the draft questionnaire.
- [17] One IC Subgroup member noted that completing the survey might take longer and require coordination within NPPO, and asked whether Microsoft Form included a function that would allow the respondents to save their responses and come back if needed, before submission, The secretariat responded that it will be confirmed with the IT specialists.
- [18] Another IC Subgroup member asked if the survey will be sent to the IPPC official contact points. The Secretariat confirmed and noted that the part of the survey plan on “delegates of the IPPC contracting parties” in “2.2. Engagement with key survey respondents” will be modified to “the IPPC official contact points”.
- [19] One IC Team member asked if the survey questionnaire encompassed information about a domestic regulatory framework covering e-commerce, which then would contribute to understanding the context at the global level.

[20] One IC Subgroup member asked about the length of the period the survey will be open for NPPOs to complete. The Secretariat responded that it will be open over a period of two months, with a potential buffer period of couple of weeks, to allow sufficient time for NPPOs to respond.

[21] The secretariat noted the comments and modification proposals from the IC Subgroup members and IC Team members on the technical concept note and the survey plan and added that both documents will be shared with the two groups after the meeting, along with the draft survey questionnaire for further review and potential comments.

#### **4.2. Draft survey**

[22] The survey specialist presented the survey questionnaires on the Microsoft Form and the participants thanked her for explanations.

[23] The IC Subgroup members and the IC Team members suggested to use specific phytosanitary terms consistently throughout the survey questionnaire to ensure a common understanding and receive specific and accurate responses. They provided examples, among which was the need to specify a general regulatory framework for e-commerce and one specific for plants and plant products. The survey specialist noted the suggestion.

[24] One IC Team member suggested that when the survey be distributed, a note could be included in the e-mail stating that completion of the survey may take some time to complete, or that other relevant organizations may need to be consulted.

[25] The secretariat noted the comments and modifications proposed by the IC Subgroup members and IC Team members and agreed to share the survey questionnaires with the IC Subgroup and the IC Team for review.

[26] The IC Subgroup and the IC Team agreed to provide their comments and feedback on the survey plan, the technical concept note and the survey questionnaires.

### **5. Way forward**

#### **5.1. Next steps and action items**

[27] The secretariat presented the communication plan for the e-commerce survey, including channels and timelines for communication activities to take place as of the launch of the survey until the closure, presented in Appendix 3. The Secretariat explained that the communication activities to take place after the closure of the survey will be developed and presented to both groups later, towards the closure of the survey.

[28] One IC Team member suggested that targeted follow up emails could be sent to the contracting parties that did not respond, and asked the Secretariat to provide the list of contracting parties with no responses to the IC members so that they could follow up with the at the regional level. The secretariat agreed that they will monitor the response rate and provide the list to the IC members, while the survey is open and follow up with those countries in the buffer period, if necessary.

[29] The Secretariat then presented the next steps and actions for the survey, outlining each step, the needed input, and timeline. The IC Subgroup and the IC Team members thanked the Secretariat and proposed to add a new action in the list, asking the secretariat to send the list of countries that did not respond to the survey to the IC members to follow up in their respective regions, three weeks prior to the closure date. The secretariat updated the list of actions, as presented in Appendix 4.

[30] Some IC Subgroup members and IC Team members discussed that the finalized report of the survey would not be available to be presented to CPM-19 due to the timelines for submitting CPM papers and presentations. The secretariat proposed to present the raw data from the survey results at CPM-19 (2025), and to present the final report at CPM-20 (2026). Both groups proposed to discuss this step at their next joint meeting prior to CPM-19.

[31] The secretariat proposed that the meeting of the IC Subgroup and the meeting of the IC Team be held in September separately, with the second joint meeting to be scheduled in December.

### **6. Any Other Business**

[32] No additional agenda item point was discussed during the meeting.

### **7. Date and Arrangement of the Next Meeting**

[33] The second virtual joint meeting of the IC Subgroup on IPPC Observatory with the IC team on e-commerce will be held in December 2024, the date would be determined.

### **8. Close of the Meeting**

[34] The Chairperson thanked everyone for their participation and the secretariat closed the meeting.

**Appendix 1: Agenda**

|           | <b>Agenda Item</b>  | <b>Document No.</b>  | <b>Presenter</b>       |
|-----------|---|--|------------------------|
| <b>1.</b> | <b>Opening of the Meeting</b>                             |  |                        |
| 1.1       | Opening by the Secretariat                                |  | IPPC Secretariat       |
| <b>2.</b> | <b>Meeting Arrangements</b>                               |  |                        |
| 2.1       | Election of the Chairperson                               |  | MADAMINOVA             |
| 2.2       | Election of the Rapporteur                                |  | CHAIRPERSON            |
| 2.3       | Adoption of the Agenda                                    | VM01_01_OBS_E-commerce_2024_June_Agenda  | CHAIRPERSON            |
| <b>3.</b> | <b>Administrative Matters</b>                             |  |                        |
| 3.1       | Review of meeting documents                               |  | MADAMINOVA             |
| 3.2       | List of participants                                      | VM01_02_OBS_E-commerce_2024_June_List of participants  | MADAMINOVA             |
| <b>4.</b> | <b>Update on the IPPC Observatory study on e-commerce</b> |  |                        |
| 4.1       | Technical concept note and survey plan                    | VM01_03_OBS_E-commerce_2024_June_Concept note<br>VM01_04_OBS_E-commerce_2024_June_Survey plan<br>PPT | KALLON/<br>PETERSON    |
| 4.2       | Draft survey  | MS Forms   | KALLON/<br>PETERSON    |
| <b>5.</b> | <b>Way forward</b>  |  |                        |
| 5.1       | Next steps and action items                               | PPT  | FERRARO/<br>MADAMINOVA |
| <b>6.</b> | <b>Any other business</b>                                 |  | CHAIRPERSON            |
| <b>7.</b> | <b>Date and arrangement of the next meeting</b>           |  | MADAMINOVA             |
| <b>8.</b> | <b>Close of the Meeting</b>                               |  | CHAIRPERSON            |

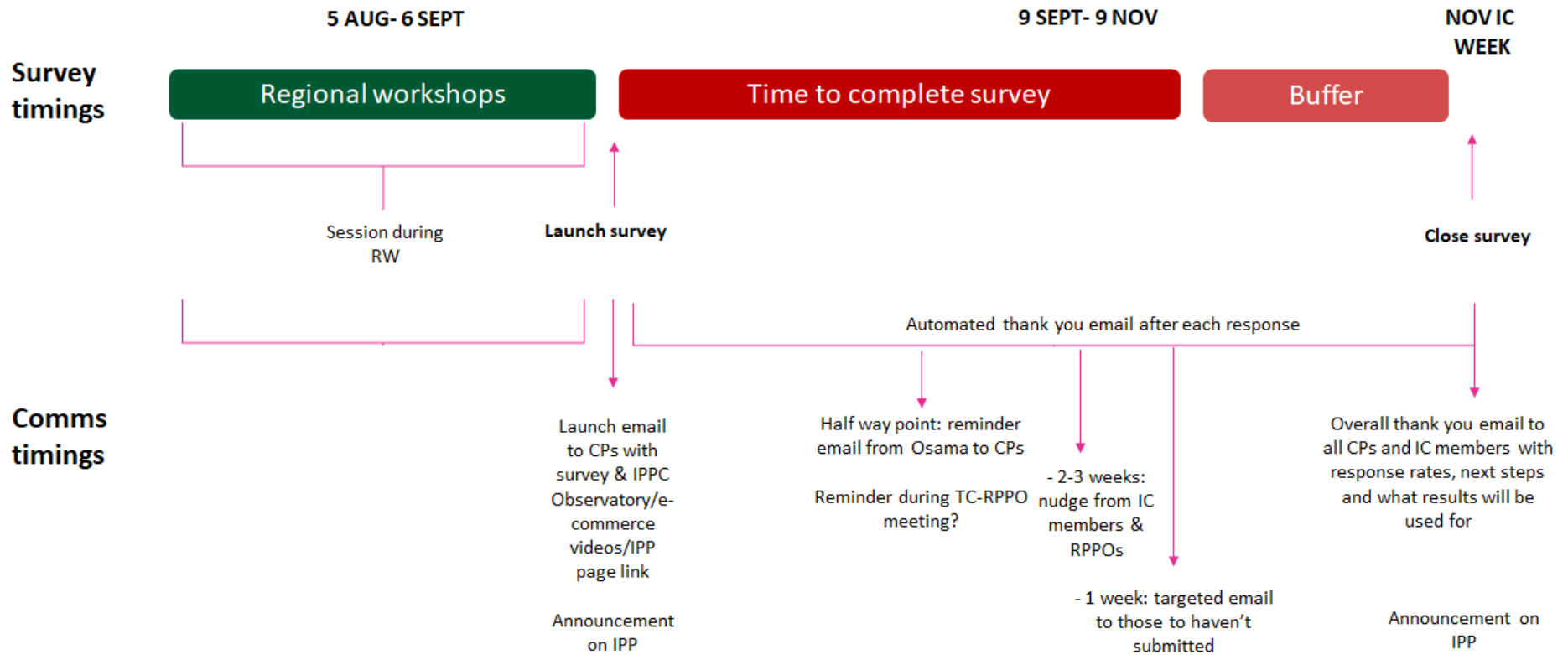
## Appendix 2: Participants list IC Subgroup on the IPPC Observatory Subgroup Virtual Joint Meeting with IC Team on E-commerce

| Role                                    | Name, Organization, Address, Telephone | Email address  |
|---|--|--|
| IC Team member (Chair)                  | <b>Francisco GUTIERREZ</b>             | <a href="mailto:francisco.gutierrez@baha.org.bz">francisco.gutierrez@baha.org.bz</a><br><a href="mailto:rankpest@yahoo.com">rankpest@yahoo.com</a>   |
| IC Subgroup member                      | <b>Dominique PELLETIER</b>             | <a href="mailto:dominique.pelletier@inspection.gc.ca">dominique.pelletier@inspection.gc.ca</a>   |
| IC Subgroup member                      | <b>Ezequiel FERRO</b>                  | <a href="mailto:eferro@senasa.gob.ar">eferro@senasa.gob.ar</a>   |
| IC Team member                          | <b>Thorwald GEUZE</b>                  | <a href="mailto:t.geuze@nvwa.nl">t.geuze@nvwa.nl</a>   |
| IC Team member                          | <b>Ahmed M. Abdellah ABDELMOTTALEB</b> | <a href="mailto:bidoeng@yahoo.com">bidoeng@yahoo.com</a><br><a href="mailto:bidoeng@gmail.com">bidoeng@gmail.com</a>                                 |
| IC Team member                          | <b>Melisa Graciela NEDILSKYJ</b>       | <a href="mailto:mnedilsk@senasa.gob.ar">mnedilsk@senasa.gob.ar</a><br><a href="mailto:melisanedilskyj@yahoo.com.ar">melisanedilskyj@yahoo.com.ar</a> |
| IPPC Secretariat                        | <b>Rokhila MADAMINOVA</b>              | <a href="mailto:rokhila.madaminova@fao.org">rokhila.madaminova@fao.org</a>   |
| IPPC Secretariat                        | <b>Barbara PETERSON</b>                | <a href="mailto:barbara.peterson@fao.org">barbara.peterson@fao.org</a>   |
| IPPC Secretariat                        | <b>Lisa FERRARO</b>                    | <a href="mailto:lisa.ferraro@fao.org">lisa.ferraro@fao.org</a>   |
| IPPC Secretariat<br>(Survey specialist) | <b>Edna MASSAY KALLON</b>              | <a href="mailto:ednamkallon@gmail.com">ednamkallon@gmail.com</a>   |



**Appendix 3: Timelines for communication activities**

## Comms channels & timings



#### Appendix 4: The list of actions

##### Next steps:

1. Conduct pre-test of survey questionnaire from 20 to 30 June → IC Subgroup on IPPC Observatory
2. Integrate the feedback received from the pre-test into the final version by 5 July → IPPC Secretariat
3. Translate the finalised survey into all FAO official languages by 16 July → IPPC Secretariat
4. Proofread the translated version of the survey (Ar, Es, Fr, Ru, Zh) 25 July → IC members/ IPPC proofreader for Ru
5. Share the Microsoft Word/ PDF version of the survey with participants of the seven IPPC Regional Workshops by 5 August → IPPC Secretariat
6. Present the survey during the IPPC Regional Workshops (August-September) → IC members attending the RWs/ IPPC Secretariat

### Next steps (continue):

7. Launch the survey in September (last regional workshop ends on 6 September), until early November → IPPC Secretariat
8. Update the IC Subgroup on IPPC Observatory on the progress of the survey (one of the agenda items of the VM 02 (last week of September) → IPPC Secretariat
9. Send the list of countries that have not responded yet to the IC members (follow up) three weeks prior to the close date (15 October) → IPPC Secretariat/ IC members
10. Present update on the progress of the survey to the IC during the IC November 2024 meeting (11 to 15 November) → IPPC Secretariat
11. Present the provisional results and the draft report to the two groups after the IC November 2024 meeting (December 2024) → IPPC Secretariat (two groups review and provide comments)
12. Finalise the report\* and present the results at the CPM-19 (2025) (Report\* CPM paper (e-commerce and IPPC Obs., and PPT?) → IC Subgroup on IPPC observatory/ IC Team on e-commerce/ IPPC Secretariat (TBC)

\*the report may or may not be published by CPM 19, as resources allow