Terms of the Reference for the ePhyto Industry Advisory Group (IAG)

# Purpose

1. The ePhyto Industry Advisory Group (IAG) will provide practical guidance and advice to the IPPC Secretariat on the design, development and deployment of an ePhyto (electronic phytosanitary certification) system consisting of a global hub and generic national system to facilitate the international exchange of electronic phytosanitary information by developing countries. The IAG will also advise the IPPC Secretariat on the feasibility of the project and its ability to facilitate efficient and effective trade flows.

# Duration

1. The IAG will remain active until the project is completed.

# Functions

1. The IAG will:
2. provide practical guidance on the development of a system for the production, receipt and exchange of ePhytos;
3. identify implementation requirements supporting trade facilitation;
4. identify to the ePhyto Project Technical Committee (PTC) any issues or challenges requiring input or guidance;
5. propose initiatives to raise awareness, understanding and the building of capacity amongst national plant protection organizations and cooperating border agencies;
6. assist in the development of funding proposals and options for the sustainability of the ePhyto system;
7. other related functions as required

# Membership

1. The IAG will be composed of a maximum of ten (10) representatives, with special emphasis on a number of sectors relevant to ePhytos, as follows:
* ePhyto Project Manager
* Chair of the ePhyto Project Technical Committee
* One (1) representative from the grain trade
* One (1) representative from the cut flower sector
* One (1) representative from the seed trade One (1) representative from the forestry sector
* One (1) representative from the horticulture sector
* One (1) representative from the cocoa sector
* One (1) representative from the cotton sector
1. A Chair will be selected from the membership.
2. The members should have extensive knowledge of the electronic documentation processes, regulatory issues, be substantially computer and internet literate, and have the time available to actively participate.
3. Additional experts may be invited by IAG when necessary.

# Meetings

1. The IAG will meet in-person semi-annually. Where possible, in-person meetings will be scheduled to coincide with other scheduled meetings involving the membership so as to reduce travel costs. The IAG will also meet virtually as needed to perform the functions outlined above.
2. The IAG will report to the ePhyto Project Technical Committee.
3. The IAG will be supported by the IPPC Secretariat and will maintain close liaison to the project through the ePhyto Project Manager.

# Funding

1. To undertake this work, participants will be self-funded.