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ePhyto Steering Group

Terms of Reference

# Introduction

To facilitate the implementation of electronic phytosanitary certification the 8th session of CPM (2013) established an ePhyto Steering Group (ESG). Some of the activities of the original Terms of Reference of the ESG 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 is seen as an urgent need for enabling countries to implement ePhyto internationally. In keeping with the requirements to review the Terms of Reference, the ESG has proposed this revised Terms of Reference to the Bureau for further consideration.

# Purpose

The ESG should provide coordination, guidance and advice on IPPC efforts to develop and facilitate harmonized electronic phytosanitary certification (including exchange) among contracting parties.

# Duration and Review

The ESG’s programme of work and Terms of Reference will be reviewed as required by CPM or the CPM Bureau on behalf of the CPM and no later than 2020.

# Membership

The ESG will be composed as follows:

* (1) Bureau member
* (1) expert nominated from each of the FAO Regions

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. ESG members should have extensive knowledge of IPPC certification processes, have regulatory experience and have the time available to actively participate

The IPPC Secretariat will provide support and assist with the functions of the ESG

# Reporting

The ESG reports to the Bureau of the Commission on Phytosanitary Measures

# Functions

The ESG will:

1. Recommend issues and proposed solutions to the Bureau for decision;
2. Advance the vision and common understanding of electronic phytosanitary certification (ePhyto);

Identify implementation requirements of Appendix 1 of ISPM 12;

1. Establish and implement the required processes and functions for a harmonized ePhyto Solution (including hub and Generic ePhyto National System)
2. Provide access to and update a common repository of harmonised terms and codes;
3. Contribute to awareness raising, understanding and building capacity amongst contracting parties to implement ePhyto;
4. Develop harmonized materials that could be used by contracting parties to implement ePhyto;
5. Assist with identifying resource needs for the hub and generic ePhyto national system;
6. Assist in developing proposals to address funding and resource needs;
7. Collaborate on electronic certification initiatives with other international organizations and industry, and;
8. Other related functions as required.

# Meetings

The ESG will meet face-to-face, and virtually as required by the work programme to perform the functions outlined above.

Additional experts can be invited by the ESG, 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

To undertake this work, participants will be self-funded. Extra-budgetary resources shall be identified so that the IPPC Secretariat can consider funding assistance for participants meeting specific criteria established by the IPPC for assisting developing countries.