Report of the Virtual Meeting of the ePhyto steering group (ESG) and

Project Technical Committee (PTC) -23rd August 2017

**Present:**

Shane Sela

Nico Horn

Laura Vicaria

Venkatram Venkateswaran

Shashank Rai

Christian Dellis

Gianluca Nuzzo

Josiah Syanda

Younes Kabbab

**Absent:**

Peter Neimanis

Craig Fedchock

Walter Alessandrini

Maoyu Chen

**Agenda:**

1. Update on current status of hub development and GeNS – Venkat
2. Pre-testing Update- Gianluca
3. Draft on Boarding Document/ draft of technical training tools : UNICC
4. Website and upload of documents: update
5. Product Description Document/ feedback/status – Nico
6. Hub Domain Name discussion, and final decision – Laura
7. Detail Confirmation –Valencia Meeting – Laura
8. Quick update Data/Location for Global Symposium – Peter

* Update on current status of hub development and GeNS – Venkat

Venkat provided a positive update, stating that development of the HUB is going well. The Netherlands provided good feedback and have suggested additional features which will be discussed at the Valencia meeting. Currently all is on track, with Pilot expected to commence after the ESG/PTC meeting in October.

* Pre-testing Update- Gianluca

Pre- testing initiated a few weeks back. Gianluca was able to confirm that tests were performed with the USA, the Netherland and New Zealand successfully. The outcome of the test was very helpful for editing the onboarding document. Based in the outcome of these tests they are able to build a very descriptive document to help all countries in the onboarding process. It was a test where many “lessons were learned”, which is great news.

* Draft on Boarding Document/ draft of technical training tools : UNICC

It was clarified though the discussion that the onboarding document specific to the HUB, will not include any of the documents concerning the mapping which were developed by Christian, Nico and Walter. It was highlighted by the UNICC that these documents are more in reference to GeNS. Furthermore, if these documents should be added to the onboarding document, it should be a process of referencing to the original versions online. This process will simplify the process of updating, in the long run. It was agreed that an additional meeting to discuss the exact content of the onboarding document should take place.

* Website and upload of documents: update

Shane highlighted that an email had been recently sent out regarding the update of the web content. In work area all documents have been uploaded and have been transformed into the PDF. The Team has been asked to provide input and to double check all links and content and provide further input if necessary.

* Product Description Document/ feedback/status – Nico

Nico recently sent out a reformatted version of the product description document. PTC/ESG to please provide feedback. This will allow the document to be placed on the site and then published.

Further discussion took place regarding the translation of these documents into addition UN languages. Particularly with the product restriction document. However, based on some comments that were give, the pilot only needs to only be in English. Given this initial language restriction maintaining the codes as Alpha codes is the simplest way forward. However conversation did take place regarding the need to change these codes into numeric once all other languages were added. The explanation given for this modification was that numeric system would be easier to add to the mapping.

* Hub Domain Name discussion, and final decision

A final decision on the hub domain name was made by the ESG. Two domains have been registered: ephytoexchange.org and spscertexchange.org. These idea behind this dual name, is that the latter would be used by ePhyto purposes, and as the Hub gets broader in use the former would be made available for broader use. As we get to those stages we can make the decision on whether to ask NPPOS to change over to the SPS version or leave it as it is.

* Detail Confirmation –Valencia Meeting – Laura

Valencia preparations are going well. Agenda is being modified based on feedback and document preparation is to follow. The following additions were recommended for the agenda: CPM coming up (information needs to those type of meetings to be discussed), including also codding, language and product description.

* Quick update Data/Location for Global Symposium – Peter

Awaiting for Peter to provide further input. Comments were raised regarding the approval process for travel for most of the guests. Given the holiday season it is important to get a head start on this process. It was recommended by Shane that invitation letters for presenters/ seminar leads (based on agenda) should be prioritized and sent out as soon as possible.

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| **Action Item** | **Owner** | **Due Date** |
| Document additional features proposed by the Netherlands | UNICC | Valencia meeting |
| ESG to provide feedback on product description document | Nico | Not discussed, recommend 8th September 2017 |
| Add to Valencia Agenda: CPM, coding, language, and product description | Laura | Not discussed |
| ESG to review and check website set up and content | Shane | Not discussed, recommend 8th September 2017 |