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

Project Technical Committee (PTC) -20th September 2017

**Present:**

Shane Sela

Laura Vicaria

Venkatram Venkateswaran

Christian Dellis

Gianluca Nuzzo

Walter Alessandrini

Peter Neimanis

Younes Kabbab

**Absent:**

Craig Fedchock

Maoyu Chen

Nico Horn

Shashank Rai

Josiah Syanda

Agenda

1. Update on current status of hub development– Venkat
2. On boarding documents- follow up : UNICC
3. Gens Proposal- Evaluation , reminder/ clarification/ discussion: Shane
4. Letter to pilot countries – shane
5. Valencia Meeting : details, documents, etc: Laura
6. BM Survey Update: Laura
7. Malaysia Symposium: Peter
* **Update on current status of hub development– Venkat**

Venkat provided feedback on the development of the Hub with the initial statement that the hub is now functional with final fine tuning of certain bugs. Three countries have tested the system. The look and feel of the hub has been discussed with Shane and Laura and final changes in that regard are moving forward. Venkat advised the Hub will be ready to pilot, in about two weeks, from a UNICC perspective.

* **On boarding documents- follow up : UNICC**

In the meeting coming up in Valencia the intention of the UNICC is to provide a presentation to the team of the hub, and show the documents that they have put together, such as user guides and on boarding documents. The On boarding document is still in process of preparation, but will be shared with team before the Valencia Meeting.

The hub is ready for piloting. The UNICC will need two weeks from the “go ahead” from the team, to prepare all processes in place. In terms of development and testing process the UNICC is prepared.

* **Gens Proposal- Evaluation , reminder/ clarification/ discussion: Shane**

GeNS update, from a UNICC perspective the document has be submitted to the ESG Team. It is currently awaiting to obtain the feedback from the IPPC evaluation process. Shane clarified that the evaluation questionnaire is as of now closed. Full participation did not take place in the evaluation feedback, but sufficient input has taken place to proceed with the report. In the next two weeks the writing out of the report will be taking place. In Valencia a summary will be presented, this will allow for further discussion if needed for some of the more technical areas of the proposal.

* **Letter to pilot countries – Shane**

The Draft letter has been shared with the ESG team for their input. Feedback that was received has been added. As for the legal section, all comments have been collected. This topic needs to be further discussed in Valencia. Shane recommends that Christian’s and Peters concerns need to be addressed in another type (non legal) document, perhaps between the IPPC and NPPOs using the Hub. Creative thinking needs to take place.

Peter followed up by clarifying that as FAO does not want to accept any risk, it is therefore the user that does so. Therefore form a user perspective there is uncertainty of how much risk they are accepting, and this is what needs to be clarified and laid out clearly for users to understand. Shane’s suggestion is to do this in a letter form, and not in a legal approach. This particular aspect will be discussed during the bureau meeting that is taking place in Rome following the Valencia meeting in early October.

One of the other points of concern that was raised by other members of the ESG is the statement within the legal break down, which changes can be made without any communication. The reason for these concerns is that if there are changes in the HUB, it is going to impact NPPOs national systems, and therefore it is important that some level of communication to applied changes does take place. This is particularly needed for changes related to how the hub functions. This particular point can be re-written. Christian’s recommendation is that requirements need to be considered for both sides. A potential call with the legal team could take place during the Valencia meeting. UNICC clarified that they cannot sign a legal agreement with countries directly. On a separate point, UNICC suggested that in order to increase the confidence of a country in joining the hub, a security implementation document that can be linked to the legal terms, or letter, could be drafted. (Should we make this action item? Or to be discussed at Valencia?)

Christian clarified the need of an official document that NPPOS need for FAO/ICC or whoever to sign in order for them to be able to work with the hub. It is a requirement before any collaboration can take place. This issue needs to be further discussed in Valencia.

* **Valencia Meeting : details, documents, etc: Laura**

The team was informed that all documents are slowly being uploaded on the IPPC work area. All ESG/PTC members were reminded to please print off all documents in preparation for the meeting. Noting however that the final versions of these documents will be ready by the end of the week. Thus, beware of not printing older versions. Peter requested for the link of document location to be sent out.

Separate topic was raised concerning the links, as the link on the website as Walter pointed out, still have the old links. Shane clarified that this is due to the appendix. We need to wait for the standards committee to approve the change of the link in order to do so.

* **BM Survey Update: Laura**

Letter with survey link have been sent out to both NPPOs and IAG. Clarification took place that the letter was sent to all contact points of the IPPC. Christian requested that the final version to be sent to ESG. Further request was made for Tom to present the response rate of the surveys during the Valencia meeting. Younes enquired for the possibility of the results to be shared with ESG members. Shane will follow up on this request once he verifies the potential legal restrictions to doing so.

Clarification of timeframe, following the survey, report is written, and expert meeting. Following the recommendation that are given from the meeting, along with the pilots of GeNS and the HUB, a final recommendation will be made on what the outcome should be. The expectation is by 2019 have a presentation for the CPM outlining the cost and what structure should go with it. Peter recommended to start discussion with the bureau beforehand in order to get their input.

* **Malaysia Symposium: Peter**

Meeting calls have been taking place for the organization of logistics. Hotel has been chosen. Peter is working on a budget break down in order to have a clear outline of who pays what among the three different parties. There is an early version of the agenda that will be discussed in Valencia. Discussion should include how to integrate trade facilitation and progressing ePhyto in this perspective. Invitation letter for NPPOS will be sent out next week in order to get an idea of how many.

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| Action Item | Owner | Due Date | Status | Comments |
| *UNICC Share Onboarding document*  | UNICC | Week of the 25th of September |  |  |
| *Proposal Evaluation Summary*  | Laura/Shane | Valencia |  |  |
| *Legal Conditions: modify content to include some form of notification regarding changes made to the hub*  | Shane  | Valencia (to be discussed) |  |  |
| *Valencia Document Location link to be sent out to team* | Laura | 20th September | Complete |  |
| *Circulate letter and final survey example to ESG group*  | Laura  | 20th September | Complete  |  |
| *Arrange for Tom to discuss survey response rate on the 6th*  | Laura  | 20th September | Complete  | Call on the 6th is not possible. He will only be available on the 5th. He will be providing the response rate data.  |