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Meeting Report

ePhyto Steering Group (ESG) and Project Technical Committee (PTC) Meeting United Nations International Computing Center (UNICC) Valencia Spain 2-6 October 2017

Participants:

Walter Alessandrini (AR)
Christian Dellis (US)
Craig Fedchock (IPPC Secretariat)
Nico Horn (NL)
Peter Neimanis (AU, Chair)
Josiah Syanda (KE)
Younes Kabbab (MA)
Shane Sela (IPPC Secretariat)
Laura Vicaria (IPPC Secretariat)
Venkat Venkateswaran (UNICC)
Gianluca Nuzzo (UNICC)

Unable to Attend:

Maoyu Chen (CN)

Opening of the Meeting

The meeting began with the Chair commenting that the decisions of this meeting will establish the procedures of the pilot phase as well as future stages of the project. The Chair invited discussion of the proposed agenda; the agenda and document list were reviewed and adopted with no changes.

Reports from Other Meetings

The Secretariat, in their summary of the June Commission of Phytosanitary Measures (CPM) Bureau meeting, reported that the Bureau are quite pleased with the work being done on the Hub and GeNS, although they expressed concern regarding the availability of ongoing funds. CPM members were and will be encouraged to provide funding.

The Secretariat also provided a report on CPM-12 held in Korea and provided details on additional IPPC meetings, including:

- The Standards Committee meeting coming up in November – harmonization of product description terms needs to be discussed, as well as the required changes to the Appendix of ISPM12, for which the Secretariat is preparing a paper for discussion. These topics are to be discussed later this week
- The chair commented that the links in ISPM12 are incorporated to prevent continual back and forth with potential changes
- Concerns were raised with regard to the modification of the links based on procedures on changing the appendix. Specifically, the need to refer to the Standards Committee of the IPPC (SC) to change a link. After discussion, members agreed that the matter does not require approval of the SC, specifically the need to change technical information in the Appendix.

There continues to be misunderstanding among countries regarding exactly what ePhyto is. The Secretariat identified a need to start developing a simplified version of describing what exactly is ePhyto. There needs to be a clearer message developed as countries still do not seem to understand the concept. There is also a need to get the European Commission more involved. Overall outreach needs to be improved.

The ESG also discussed the need to determine what additional future countries should be considered for integration into the ePhyto system following the conclusion of the pilot program. Interaction with the RPPOs, specifically their role in the process, also needs to be clarified.

The Secretariat reviewed the June meeting of the Industry Advisory Group (IAG). The interests and motivation of the IAG were especially strong and there was tremendous motivation among IAG members to get a fully functioning ePhyto system into place.

There was particular interest in what countries were going to come into the system following the initial pilot phase. Finally, the IAG identified some gaps in industry participation, e.g. The cotton industry; which is now joining the IAG after participating as an observer.

Industry is keenly interested in producing their own systems in which government documents can be produced alongside corporate documents. The challenge is keeping up with industry's interests and efforts. Concurrently, industry also needs to keep up with the IPPC and what it is doing.

The next meeting of the IAG is expected to take place in Malaysia in January, in the margins of the Symposium.

Hub Development

Project Status

United Nations International Computing Center (UNICC) gave a presentation on the current status of their efforts for the project. The UNICC noted that:

- Hub development is complete
- Three different environments have been set up (DEV, UAT and PROD)
- The schema has been delivered
- Three countries participated in pre-testing successfully
- Additional testing within UNICC went well
- Links for onboarding have been provided, and a letter for pilot countries has been released



- A list of documents that are required still needs to be specified and will be developed later this week

There are a number of activities in progress:

- The production environment is currently in development
- The failover infrastructure is being tested- running in two separate data centers as potential back grounds
- Security scanning is also taking place- this is to ensure countries that there are no vulnerabilities
- It has been suggested that a document should be drafted on what security preparation has taken place. UNICC will draft this document
- A legal document is being developed based on the security concerns
- A non-disclosure agreement is needed- although who should sign it still needs to be defined
- Countries will require a formal legal document to be signed - a summary document on infrastructure will be formatted by UNICC. NPPOS and IPPC however will be the ones signing it
- The IPPC Secretariat will develop two separate legal documents and would prefer to stay away from having actual legal agreements signed with countries
- A service guide is in process of development
- There was a discussion of where documents should be posted. Documents repository will be located on the IPPC/ePhyto page.

Additional discussion centered on the Hub's support procedure, including the first point of contact, an email address for support, and who will be responsible for any email messages and a contacts page. Finally, there was an additional presentation from UNICC that provided an overview of the operating system and data flow.

Demo

UNICC presented a demonstration of the HUB interface and described how the onboarding process would take place.

Based on the demonstration ESG members proceeded to discuss specific features of the system as well as the process of registration. The Secretariat recommended the change of the title, to NPPO Registration. One ESG member raised the concern of who would validate the people/NPPOs being registered. The secretariat clarified that upon registration an email will be sent to both IPPC and the contact point of the NPPO. Is the contact point's responsibility to write to the IPPC and confirm/validate their recommendation. This will diminish the workload of the IPPC. It was agreed that the IPPC will share contact information of all contact points to UNICC.

Further to this discussion there was also the need to clarify the type of accounts that the system would make available. ESG members discussed the type of account that the registered individual would have, and what options would be given with regards to additional accounts. It was agreed that three types of accounts will be made available:



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- NPPO administrator
- IPPC administrator
- UNICC administrator

UNICC then presented the view of the hub page beginning with an overview of country specific ePhyto maintenance. UNICC also provided information on the different statuses of certificate delivery, i.e., whether failed, delivered, or pending. There is also a clarification the delivery time, which is not the moment when you push “send”. It is when it reaches the other end, when it has been acknowledged.

The UNICC further clarified that each NPPO will be setting up their own profile. A FAQ will be developed, including further clarification on Push and Pull. As part of the user profile, there is the selection of reports, these reports contain the security overview, as well as countries involved.

It was suggested by one steering group member that it should not be NPPO but the country name that should be presented in the hub console. After discussion however it was recommended by the Secretariat that the country name should be changed to organization name and instead of a country profile, it should be the NPPO Profile. There was also a decision to remove the NPPO Admin from the Hub page top right. In addition, the group agreed on a need to make NPPO names into acronyms.

The collaboration page was shown to the ESG. This is an area where NPPOS can raise questions, or concerns and these questions will be answered by UNICC but also other NPPOS that have had similar experiences. Through this collaboration effort, the FAQs will be built. The Secretariat recommended that these be tabbed into areas based on whether they are technical or more business-related questions.

A discussion took place regarding the global dashboard data from the perspective of the IPPC administrator. The data proposed to be shown is the number of certificates moving between countries. There were some comments that this data can be misinterpreted as trade flow, when realistically it reflects the submission of certificates. Discussion proceeded in the direction that knowing specific country usage will be useful for the pilot phase, but in addition to understanding which countries are using it. Specifically, for example countries that are being funded.

Further discussion concerned the potential failure of message deliveries due to the inactivity of an NPPO and not due to any technical issue. As a way to give NPPOs a heads up, it was recommended and agreed to give NPPOs the possibility to modify their status, as active or not active. In the case of a system failure an NPPO's failure message will be displayed on the site to inform NPPOs not to send certificates to the inactive NPPO.

The Secretariat and the UNICC clarified that operational issues are fully the responsibility of the UNICC; anything not related to the technical side but to the business side may be handled by the Secretariat.

Feature improvements were discussed by the ESG members, and there was a suggestion to include an additional message to be sent back to the exporting country to acknowledge the successful or failed delivery of the message. This would then make the acknowledgement mandatory. It would then be up to the NPPO to report back on the status of the certificate. UNICC considered that for the exporting side this would be a good feature. There would be three different levels of acknowledgement: the message was delivered, it was opened/ acknowledged, and accepted. The matter was set aside for future discussion.



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UNICC reviewed the onboarding document, discussing specific modifications to the document.

Main edits included:

- The alteration of point two, for which the Secretariat will provide relevant text with detail. This will ensure that there is a clear understanding that the contact point of the NPPOS will be asked to approve the individual representative for the system.
- Contact points- only UNICC will manage this as it is only set-up related
- There was a recommendation to set up a pre-test to send and receive messages before completing full access to the Hub

For transit certificates, it was agreed that two separate envelopes will be sent following the modifications discussed, the document will be ready for countries to be used for the pilot phase starting on the 6th. The preparation of other documents needed for the pilot will be discussed later in the agenda

Hub Conditions of Use

The Secretariat explained the current status of the legal arrangements for the ePhyto solution and conditions of use. Following this initial discussion, a video conference with the legal department took place.

Conversation with the FAO legal department representative began with feedback previously discussed in the ESG prior to the call. It was recommended that the tone of the language in the disclosure be changed in order to present a more shared responsibility image. The FAO perspective was presented, emphasizing that the IPPC cannot go beyond responsibilities that were previously agreed upon by FAO members as a whole. FAO cannot be held liable for the project.

UNICC clarified that there will be additional document that will be referenced in the terms of use. This document will describe the operation conditions.

Next a review of the conditions of use document took place. One of the main concerns of ESG members when reviewing this document was the communication of changes to the system. Chair highlighted that if changes are made they need to be communicated to the NPPO. This applies to all types of changes, from small ones to larger ones. Therefore, there needs to be proper notification of the conditions that NPPOs are operating under. Following this discussion it was agreed, that notifications will be provided and will need to be accepted. The account will be blocked until the notification is accepted. To this point there is also the need to include the option of de-registering if the NPPO wishes to discontinue its participation in the Hub.

Further discussion took place regarding the process of registration. There will be the focal point and the contact point, who will be separate contacts. The focal point is the technical individual handling the system. It is the contact point that will need to acknowledge the registration of the focal point. Following this discussion there was an agreement to develop a work flow for registration, de-registration and change notifications (Appendix Two).

Additional Supporting Documents

The UNICC Reviews the supporting documents with ESG/PTC. The ESG provided feedback and recommendations to the drafted onboarding document. Suggestions were made to keep this simple and

potentially contain a check list for countries to follow. It was agreed that all recommendations will be added to the onboarding document and redistributed to ESG/PTC for further input.

GeNS Development

Project Proposal and Evaluation

The Secretariat presented the background and process of the project proposal and evaluation, noting that the document was 80% in compliance with the request.

The discussion initiated with a focus on question 11 concerning mobile devices, and it was clarified that this will be a feature that will be developed at a later stage. This feature is part of the specification and will be developed by the UNICC. The UNICC highlighted it is a feature that requires additional work and expense. The ESG finalized by stating that it is clearly a mobile UI, as part of the specification. This should not be confused with an app or offline mode device. While there was thorough discussion across multiple questions, the following were of significant value;

Question 13 was concerned with the intended user interface that is modern, simple, intuitive and appropriate to end users- the Secretariat stated that the UNICC will need to simply add text that simply answers this question.

Question 17, concerning the expansion of use to other organizations. Half agreed on the survey, yet the rest was mixed feedback. There was a final decision with majority support, that this requirement is not required for the Gens Requirements.

Question 21, concerning administrative efficiency, there was majority agreement from ESG members present that administrative efficiency is not there.

Question 22, contract arrangements established in 5 weeks. Most agreed that the practicality of this statement would not be possible due to bureaucracy of the system. However, this specification was added to clarify that this process would be completed quickly and efficiency, and should not be considered a year-long process

Question 25 – ICC will ensure service contract is clear – and will include statement that IPPC data belongs to IPPC and that country data is owned by the country

Question 26 – There was a general consensus that timelines would not be met. UNICC clarifying that the 9 months includes the whole cycle. The final understanding was that the actual date of production will be in 9 months, which still meets the original time frames.

Part of the project proposal is a financial review providing a break down of the costs of the project, based on its initial development as well as the expected costs of keeping it running. The Secretariat clarified that development costs have remained within scope that were originally expected. However the financial support from the Standards and Trade Development Facility (STDF) and funding countries will not be sufficient to keep the project running in the long run. ESG members discussed the need to clearly review the components and identify which ones are needed at an initial stage and which can be developed later, once there is a clear funding model for the project. Discussion then took place on the funding model.



Concerns were raised regarding the split of cost break down for the GeNS and the HUB. This could conclude in the GeNS being excluded from financial support.

The discussion was concluded with the Secretariat clarifying the process of the evaluation of the GeNS. The evaluation will be drafted and distributed to ESG. Following input, it will be distributed to the ePhyto Project Advisory Committee (PAC) and contracting process.

Specifications Document

The UNICC reviewed the specifications based on comments provided by the ESG/PTC.

The team noted that it needs to be clear to all future GeNS participants, that they need to keep a log of the changes they want applied, with clear instructions of how these changes should be submitted and how they will be implemented.

In addition, UNICC suggested the addition of bandwidth test to countries joining the GeNs. This will help determine the lowest bandwidth that the service is still responsive.

Admin rights were discussed. Some members felt that one single individual should have primary admin rights to assign rights to others. Others argued that assigning primary rights to a single individual could be problematic in the event that one individual were to leave. Thus, it was suggested to allow all admins same level of "access", or that NPPO should decide on their own. Final decision is to observe this point during the pilot phase and amend based on results.

Based on discussion on the functionality of replacement and withdrawal of an ePhyto, the chair recommended we review this feature following the pilot phase. Overall revision of all features in relation to the agreed work flows will need to be revised following the pilot.

UNICC Involvement/Support for GeNS Countries

UNICC will be available to provide training to GeNS country during the pilot phase. Travel is not included but support time is. The Secretariat recommended a web-based training as well as a face to face training. It is up to the countries to shape how they wished to do the training. The Secretariat clarified there will be a train the trainers approach.

Financial resources for training were further discussed. The Chair highlighted that this is a priority to identify. Obtaining additional funding for this from organizations. ESG members reinforced that fund raising will be critical for this stage.

Harmonization

Discussion of the harmonization document took place. Concerns were raised regarding the need to add country particular components to the certificate, and how to add this option to the process. It was discussed that this additional option should have some distinction with regards to ePhyto certificates, and potentially non phyto certificates that may be added in the future.



Final decision, the additional option will not be added to the schema, leaving the harmonization document as it is. The Chair declared the harmonization document complete and ready for the pilot.

Product Description List

In efforts to reach an effective level of harmonization, a product description list to be used in the ePhyto exchange was drafted. This draft document was reviewed along with the discussion paper that will be presented to the IPPC Standards Committee(SC).

Discussion focused on the time frame of making additions or changes to the list of products. As some of the members highlighted we want to prevent countries using their own terms, if we restrict the opportunities of adding to the list. After thorough discussion, the chair reflected on the complexity of the list required. It is a project on itself that requires a team with capacity and knowledge in the area. The chair recommended that this issue should be discussed at the bureau.

With an understanding of the complexity of harmonizing the description countries, some consideration was considered in the approach of HS codes currently being developed by the WCO. Some concerns were realized regarding the flexibility of this system to what the ePhyto project needs. Members of the ESG members agreed to share their product lists in order to make a more robust list. It was agreed that the current link to the product list that is on the IPPC will be taken down while the document is being edited to avoid giving countries misleading information.

Final decision by the chair, for Nico Horn to report back to SC on the drafted product list as well as the need for more flexibility in the system that will allow changes and addition to the list in the long run as the system develops. The secretariat will be preparing a verbal report to present to the bureau following the discussion here, outlining the complexity of the task, and the flexibility that is required.

Appendix 1 of ISPM 12 resulting from the implementation of ePhyto required a few modifications. ESG reviewed these recommended changes. IPPC secretariat will meet with the SC to finalize these modifications.

Hub Pilot

The UNICC carried out a set of pre-tests before the initiation of the Hub Pilot. They reported back stating that these tests had gone well. They commented on the need to further specify what the pilot process would work like.

ESG members agreed that an email needs to be distributed with a clear explanation of the steps that each country needs to take to initiate the hub. Including the presentation, and other valuable documents. This document will include tasks that the pilot countries need to complete and what features to interact with.

With reference to the hub site, ESG members agreed on the need to display a list of all countries participating in the pilot. This list should also outline whether they are receiving and/or sending ePhytos. This will give an indication to pilot countries what they can expect from other participating countries.

Evaluation of the Hub

The ESG reviewed the originally drafted hub evaluation criteria that were developed in the previous ESG meeting in Geneva Switzerland in March 2017. Following discussion of the objectives of the evaluation it was agreed that the UNICC will develop UNICC will cover a technical test plan to cover the system



functions which will be included in the onboarding document. This will give an clear indication to countries the different areas they need to test in the system and to provide feedback on them. In addition to this the UNICC will be developing a questionnaire to gather an overview of the on-boarding and pilot experience. This questionnaire will be distributed to the ESG for input before sending to pilot countries.

Discussion proceeded into how to measure success following evaluation. Most members agreed that success is determined once the exchange happens. Further success would be measured with goods achieving exchange (clearance) through an ePhyto. The secretariat recommended a scenario being built with members of the IAG, of where a successful exchange which includes the full movement of product, thus trade facilitation. This would help identify the gaps in the supply chain. With that said, members supported this process, but others highlighted that we are not fully ready for such high level of measurement. Thus different stages of evaluation should be considered.

GeNS Time Frames

The UNICC reported that the requirement specifications of the GeNS were finalized. It is thus expected that the contract will be signed in December. January the actual development of the GeNS begins.

ESG members agreed to discuss the exact timeframe of the GeNS during the development of the work plan which would take place latter on. It was agreed that the secretariat should provide pilot countries through letter form, these agreed rough time frames in order to allow them to prepare for the pilot.

With reference to the ePhyto Symposium that would be taking place in January 2018, the secretariat did suggest that even though the GeNS will not be ready by then, that some workflows of the GeNS should be presented, demonstrating how the system interacts with exporters and different user perspectives.

Further to this, it was also agreed that a GeNS user guide will be developed. The UNICC will write the technical piece and the secretariat will provide the business perspective to it.

Development of business process analysis and change support tools

The ESG discussed the need to develop a tool to assess countries readiness to participate in the pilot. From which the business process analysis was suggested and further commented on.

It was recommended that the guidance document needs to remain simple. It needs to be developed for individuals that simply have a business background. ESG members agreed to this statement. Further discussion focused on the structure and approach of this document. The Secretariat commented on the potential of using case studies as examples of how to navigate through the challenges. It was decided that it will not be contracted out. The Secretariat will prepare an initial draft based on discussion that took place and examples and share with ESG/PTC. It was recommended to send a questionnaire to countries to help identify the gaps that countries need guidance with, in order to thoroughly develop the Business Guide Document.

ePhyto Budget



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The ePhyto budget was presented with an overview of all contributions and expenditure to date. Recommendations were given to further present full actuals and hard commitments for future presentation. Following discussion, it was agreed that the budget will adhere to the expectations of the donors and will not deviate from donor's wishes. The Secretariat will review and share with ESG with a second version.

Inter Agency Collaboration

CODEX/CITES

A call with CODEX took place. CODEX representative provided a review of the current status of their project. The ESG enquired and ensured regarding how best for the IPPC to cooperate with CODEX. CODEX will be developing a guidance document, and understanding what is required from ePhyto. ePhyto will be participating in the platform for future collaboration.

CITES representative provided an update on their project. Reflecting on their budget constraints, as well as their ongoing pilots. Looking for ePhyto to work with CITES on extracting and drafting Business processes.

World Bank

Craig Fedchok clarified to the ESG his future role as World Bank representative. His new position will consist of connecting the World Bank and the IPPC. He noted that the World Bank is cooperating on implementing ePhyto. The Bank is looking to collaborate longer term in more TFA areas crossing between IPPC and other international agencies. The Bank will also participate in the IPPC's Financial Committee meeting. The IPPC is looking to seek advice from the Bank on getting resources to the IPPC.

Business Modeling

The IPPC drafted a future operation cost break down document in order to provide the TDFA consultant who would be working on the Business Model report and indication of the estimated future costs of the project. This document was reviewed by the ESG and UNICC making thorough changes to the values originally estimate. This Draft will be finalized and shared with TDFA consultant once complete.

A call took place with the TDFA consultant to discuss some initial feedback on the surveys that had been carried out with NPPOs and Industry. Their input will provide the basis of analysis for the business model report outlining potential cost recovery option for the ePhyto Solution. The feedback was positive, with a high response rate to the survey. It was agreed that a further reminder will be sent to NPPOs. The expected Business Model Experts meeting that will be taking place in December to discuss the first draft of this report was discussed with ESG members.

3rd IPPC Global ePhyto Symposium

From the 22-26th of January the 3rd IPPC Global ePhyto Symposium is expected to be held in Kuala Lumpur Malaysia. The chair presented the concept note of the symposium and its draft agenda to the ESG.



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As part of the discussion of the agenda specific attention was given to the workshops. The sessions are duplicated to allow individuals join in the morning and afternoon both available sessions. With that said, attendance will need to be managed.

It was further agreed that there will be a preparatory meeting before the symposium with ESG. IAG will be contacted to enquire their availability to attend a short meeting on the Friday of the symposium.

Work Plan

The ESG discussed and developed the future work plan of the ESG/PTC (Appendix Three).

Meeting concluded.



Appendix One: Action Items

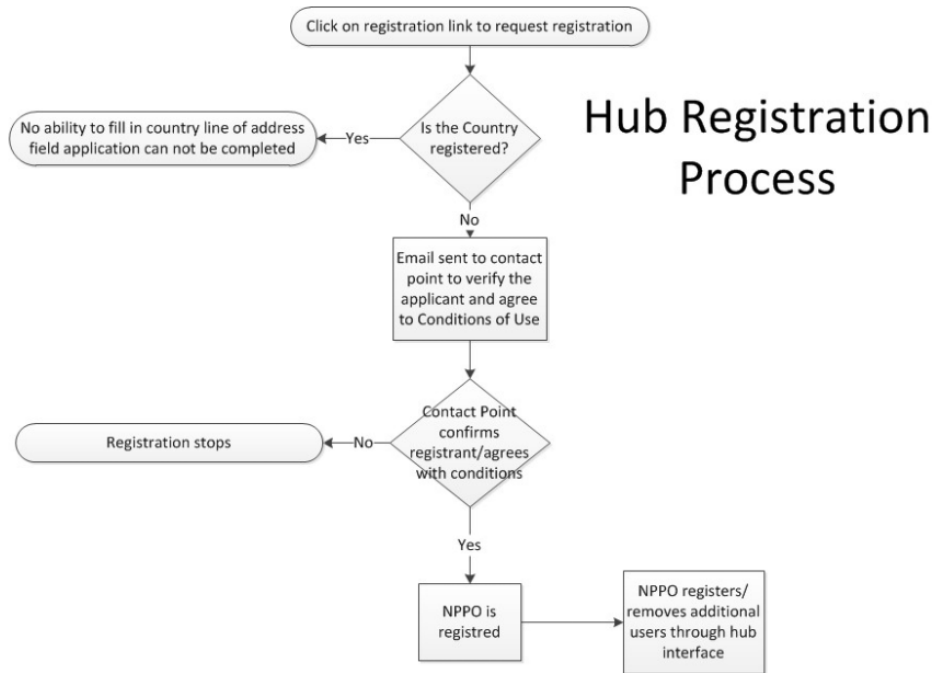
Action Item	Owner	Due Date	Status
Developing simplified versions of fact sheets of what is ePhyto	Secretariat	30 th December	progress
Share contact points for registration with UNICC	Secretariat	ASAP	Done
Provide contact information for login page	Secretariat		Done
UNICC description of operations of the hub including security (as reference for conditions of use)	UNICC	20 th October	Done
ESG/PTC to provide comments on the conditions of use- once collected, shared with legal department.	ESG/PTC		Done
Develop a work flow for registration and revised conditions procedure (focal point/contact point)	ESG		Done
Draft document to be approved by CPM- conditions of use/ operation of ePhyto	Secretariat	-	Done
Onboarding government document with procedure breakdown to be drafted and provided to UNICC	Secretariat	20 th October	
On boarding document modified and redistributed the ESG/PTC for input	UNICC	27 th October	
UNICC to review GeNS Proposal based on discussion	UNICC		Done



GeNS proposal Evaluation finalized, distributed to PTC/ESG/PAC	Secretariat		Done
Verbal report to bureau concerning product description challenge	Secretariat		Done
All ESG members to share their Product lists with Christian	ALL	November 15 th	Done
Links in product description and hub initiation letter	Secretariat		
Pilot Evaluation questionnaire developed	UNICC/ Secretariat		Done
GeNS System Guide: Technical/Business	UNICC/Secretariat		
Drafting of Business Process Guides	Secretariat	30 th January	
Redrafting of budget	Secretariat/ Laura		Done
Business Model report	Tom	1 week before Geneva meeting	Done
Cost break down document- to be shared with Tom	Shane		Done
Development of concept note/ opportunities for funding and collaboration on trade facilitation	Josiah/ Younes		Done
Development of symposium survey	Secretariat		Done
Blockchain presentation-symposium	UNICC		Done
Letters to be sent out to speakers	IPPC		Done
Send email to IAG enquiring their availability to have a short wrap up meeting on the Friday afternoon of the symposium	Laura		Done
Send new reoccurring monthly meetings with ESG/PTC	Laura		Done
Next ESG Meting	May		Progress

Appendix Two: Hub Registration process

Appendix:



Appendix Three: Work Plan

ePhyto Work Plan

Draft of 13 October 2017

Dates	Tasks	Responsibility
September		
1 September	Establishment of hub URL	UNICC
18 September	Finalize review of GeNS proposal/draft report	ESG/IPPC Secretariat
28 September	Notification to pilot countries on initiation of hub pilot	IPPC Secretariat
October		
2 - 6 October	ESG/PTC meeting (Valencia)	ESG
6 October	Product description document to ESG for review	Horn
6 October	Finalise 3 rd Symposium agenda/concept paper/other materials	ESG/PTC
9 October	Send out invitations for symposium	IPPC Secretariat
10 October	Discuss with the Bureau regarding the role of the SC in deciding the issues related to implementation (e.g. harmonization of terms and codes)	Sela/Fedchock
13 October	Simplified on-boarding document for the hub (“quick start guide”)	UNICC
13 October	Close of business modelling survey	Vicaria/Butterfly
13 October	Report on GeNS evaluation circulate to ESG for review	Sela
13 October	Hub work service API circulated to ESG for review	UNICC
13 October	Submit revised proposal for GeNS to IPPC	UNICC
13 October	ESG reporting on the commencement of the pilot	Sela
15-20 October	NAPPO meeting	Dellis
20 October	Finalise criteria for hub pilot for review	ESG
20 October	Circulate report of ESG meeting to ESG for review	Vicaria
20 October	Finalize/circulate revised costings document	Sela
20 October	Circulate revised conditions of use document to ESG	Sela
20 October	Finalise report reviewed by ESG	ESG
20 October	Draft of standards of hub operation and security measures for review by ESG/IPPC Secretariat	UNICC
20 October	Review options for establishing specific trust fund for operation of Solution	Fedchock/Sela
27 October	Evaluation criteria for hub pilot for review	UNICC
27 October	Hub Test Plan Submission to IPPC	UNICC
30 October	ESG comments on overview of the progress in the development of the GeNS/Hub on the progress of the GeNS	ESG
30 October	Add overview of the business elements to the on-boarding document developed by UNICC (“quick start guide”)	Sela
30 October	Begin contract for GeNS development	Sela
30 October	Finalise presenters for symposium	Neimanis/Vicaria
30 October - 3 November	TC-RPPO – RPPO support for ePhyto Capacity development	Neimanis
30th October	Final GeNS specification document to be submitted, distributed and posted	UNICC/Vicaria
November		
6th November	Distribution of letter, criteria of evaluation of pilot and other information to ESG. Identification of tool to be used by countries to evaluate pilot	Vicaria
6-10 November	Potential meeting with Samoa on Border Cooperation	Sela



Dates	Tasks	Responsibility
15 th November	Notify pilot countries of evaluation criteria for hub pilot and tool to be used by the countries to evaluate pilot	Vicaria
15 November	Posting/notification of updated/translated factsheets	Vicaria
15 November	All ESG members to share product lists with Dellis	ESG
15 November	ePhyto brochure on financial support	Vicaria
15 November	Report to NPPOs on ePhyto progress	Vicaria
13-17 November	Brief the SC on the decision that the ESG will develop a product structure similar to the existing structure in the currently linked document Update SC on the decision by the Bureau to approve changes to Appendix	Horn
27 November	Report on options for cost recovery to Secretariat	Butterfly
30 November	Circulate business modelling report to ESG, PAC, Bureau and other business modelling experts	Vicaria
XX November	Draft/circulate for review by ESG a progress report to GeNS countries outlining the progress in the development of the GeNS/Hub	Vicaria
December		
5 December	PAC meeting (Geneva)	PAC
6 December	Expert meeting on business modelling (Geneva)	PAC and invited experts
10 th December	Circulate agendas of ESG and IAG Agendas for Malaysia Meeting	Vicaria
13 December	Draft report of PAC/Business Modelling meeting and circulate to PAC and ESG	Sela
15 December	Finalize slides for symposium send to Vicaria	Vicaria
15 December	Develop simplified factsheets on what is ePhyto, how it operates, etc.	Sela/UNICC
15 December	Provide revised report of budget/forecast	Vicaria/Shane
January		
26 January	IAG meeting (Kuala Lumpur)	IAG
22-26 January	3 rd Global Symposium (Kuala Lumpur)	All
21 & 27 January	ESG meeting (Kuala Lumpur)	ESG
30 January	Circulate report of STDF project progress report to ESG for review	Sela
30 January	Identify scope and type of training media required for GeNS (technical and non-technical)	ESG/IPPC Secretariat
30 January	Close hub pilot	
30 January	Circulate draft report to NPPOs on ePhyto progress	Vicaria
30 January	Draft of proposal on symposium in Africa circulated to ESG for review	Syanda/Kabab
30 January	Initial draft of business modeling document (case studies, assessment criteria,...)	Sela/Fedchock
XX January	Report on pilot costs of hub operation	UNICC
XX January	Draft report ESG/ePhyto progress for CPM and develop side-session approach. Circulate to ESG for review	Sela
February		
1 February	Review of hub functionality and draft report on hub outcome	ESG/PTC members
1 February	Report to NPPOs on ePhyto progress	IPPC Secretariat
15 February	Report to STDF on project progress	IPPC Secretariat
15 February	GeNS training tools - initial draft for circulation to ESG/PTC	Fedchock/Sela
15 February	Report of workshop outcomes for review by working group	Vicaria
15 February	Report of IAG/ESG meetings for review by working group	Vicaria
27 February	Circulate draft report on hub pilot to ESG for review	Sela



Dates	Tasks	Responsibility
27 February	Review of potential funding options for symposium in Africa	Fedchock/Sela
March		
15 March	Circulate revised report of hub evaluation to PAC for comment	Vicaria
15 March	Post report of workshop and IAG/ESG meetings	Vicaria
30 March	Establish evaluation criteria for GeNS pilot	ESG
30 March	Post report of hub evaluation to PAC for comment	Vicaria
April		
XX April	Notification to pilot countries on initiation of GeNS pilot	Vicaria
XX April	Notify pilot countries of criteria for GeNS pilot and tool to be used by the countries to evaluate pilot	Vicaria
11 – 13 April	CPM Bureau	
16 – 20 April	CPM-13 (demonstration on hub/GeNS operation)	
30 April – 4 May	ESG meeting, Europe	ESG
May		
30 May	Finalization of options for business model	
30 May	GeNS system and business process guide	
	Initial testing on GeNS	
June		
July		
August		