



Food and Agriculture
Organization of the
United Nations



International
Plant Protection
Convention

**ePhyto Steering Group (ESG) and
Project Technical Committee (PTC) Meeting**
Agriculture House
Dublin Ireland
28 May- 1st June 2018

Participants:

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

Observers:

Barry Delany (Chief Plant Health Officer, Ireland)
Finbarr O’Gorman (Executive Officer, Ireland)

Opening of the Meeting

The chair opened the meeting and thanked the Department of Agriculture Food and the Marine of Ireland for their hospitality in hosting the ePhyto Steering Group (ESG) and Project Technical Committee (PTC) Meeting. All present participants introduced themselves.

Craig Fedchock agreed to act as rapporteur.

The Agenda was adopted with no changes (Appendix I).

Recent Developments

The chair reviewed the progress of the project and noted the action items raised by Mr. Xia (the International Plant Protection Convention (IPPC) Secretariat) at the closing of the 3rd IPPC Global Symposium on ePhyto. These five actions points included;

- The development of an action plan/strategy to promote implementation

- Supporting the preparedness of countries accessing/joining the GeNS
- Supporting the preparedness of countries joining the hub
- Promotion of the hub
- Strengthening support measures/tactical, regarding communication and resource mobilization

The chair identified that the work of the ESG is meeting these action points. These action points were further identified in the meeting agenda and discussed in more details throughout the week.

The group discussed that a strategic plan needs to be developed, outlining how to move forward from a project to implementation phase in keeping with the key action items and noting that Regional Plant Protection Organizations (RPPOs) should be more involved in this process. Implementation then can become a regional 'team effort'. Furthermore, participants agreed that National Plant Protection Organizations (NPPOs) need to take the lead in implementing ePhyto in their country.

Review of CPM

The IPPC Secretariat reviewed the outcomes of CPM13, highlighting the need to better communications efforts to improve levels of understanding. The role of the implementation committee was also discussed and it was proposed that until the project is completed their involvement would only complicate the advancement of the project as it may result in competing activities, and improper coordination. It was also noted that the expertise in implementation lies in the ESG and therefore they are better positioned to support the advancement of ePhyto at this time.

The Bureau requested a five year strategic plan be developed, clearly outlining the transition from project to a more sustainable activity. ESG members discussed the foundation blocks that should be included in this strategy. The ESG proposed that the IPPC Secretariat work with ESG and Bureau to develop the plan.

Regional Developments

Members were given the opportunity to discuss issues in their regions regarding ePhyto.

- The representative of Europe reported that he is involved in regular discussions with the European Commission. They are currently working on clarifying requirements for digital signatures as they prepare for new legislation in 2019. The ESG discussed in more detail the topic of digital signatures and particularly the EU Trade Control and Expert System (TRACES). There was a recommendation that the IPPC Secretary meet with the head of DG SANTE to discuss the ePhyto relationship with TRACES, as well as an XML pilot with TRACES (possibly with Morocco).
- The representative of Latin America reported that a work shop on ePhyto for the region of Central and South America will be taking place in Argentina in September 2018. The participation of the United Nations International Computer Center (UNICC) and the IPPC were requested. Potential financial support from the IPPC was also requested. Further to that it was also reported that the Latin America region had shown great interest in ePhyto. Meetings took place in Paraguay to discuss ePhyto, Mexico has also expressed interest in the project and in June another meeting with Chile will follow.
- The representative from the USA reported that the North American Plant Protection Organization (NAPPO) annual meeting has been scheduled for October. A demo of the Hub will be provided to attendees. Canada has reported that their national system will be ready by next January.
- Representative of China has discussed the Hub and GeNS with Association of South East Asian Nations (ASEAN) and United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP).

- In Africa a regional work shop is currently being planned in order to meet the growing interest in the region, and improve understanding of the project. This workshop will also highlight the gaps of knowledge and the areas where communication could be improved. Zambia recently visited Kenya to gather an understanding of the system. Namibia is reported to also have shown interest while South Africa has initiated a project to develop own system.
- In the Pacific Region, Australia is engaging with Malaysia, Indonesia, the Philippines and Thailand with the objective to begin preparation for them to exchange ePhyotos with Australia. Frequent calls are taking place with New Zealand to discuss advancement in implementing the Hub. Vietnam has provided written commitment to participate in the GeNS. Samoa and Sri Lanka are currently waiting for the GeNS development to be completed so that implementation can begin. The Asia-Pacific Plant Protection Commission (APPPC) is going to form a working group on the 2nd half of the year to improve cooperation and discussion on ePhyto.

Roles and Responsibilities

The IPPC Secretariat presented edited revised draft of Terms of Reference (TORs) for the ESG. The ESG discussed and agreed on changes to the document to ensure that it captures all of the responsibilities of the ESG as the project moves forward, and thus capturing potential emerging issues that go beyond the ISPM 12 appendix. The next step will be to finalize the TORs and presenting the document to the Bureau for approval. The Chair further commented on the need to clearly outline the roles and responsibilities of the IPPC Secretariat working on the ePhyto Project so that the ESG fully understood the material work being undertaken and who was responsible. It was pointed out that the Secretariat would identify a work plan that laid out the work being undertaken and tie these to the Secretariat staff involved. It was noted that Craig Fedchock was responsible for the overall project. Shane is responsible for the day to day delivery of the project and that Laura was supporting him on specific tasks.

Mid Term and Transition Plan

The Bureau is seeking a clear plan on how the ePhyto Solution will move from project to a more permanent structure. The IPPC Secretariat presented a draft brain-storming document to initiate discussion. The document broadly covered governance, need for financial model, an operating model, capacity development and stake holder and partnership strategy. Following discussion, the group felt that the focus would be better on operation and function. Once these are fully identified, the other components of the framework could be developed. ESG members agreed that at this stage of the project, it may be difficult to conceptualize an organizational structure. There was consensus that identifying the gaps in the 5 Year Strategic Plan is essential and minimizing these gaps should form part of the strategy the document outlines. In terms of structure of the transition plan, it was agreed that it should follow a five year plan with each year containing a specific, clear focus, defined objectives and deliverables.. Action Item: The ESG members were asked to provide feedback on the draft document by the 15th of June. A revised draft following ESG input will be presented to the Bureau.

The Hub

The UNICC presented a report on the current status of the Hub. They stated that following the completion of the technical pilot, the schedule and financial costs are on track. The UNICC provided an overview of the current implementation status for each pilot country. The UNICC noted that in their view the technical pilot is complete, and recommended that transition to service can begin. Following previous discussions on this matter the ESG agreed.



The UNICC confirmed that the “PUSH” function (i.e. delivery of batch certificates from the hub at a specified interval) is now working. However they advised that the “PULL” (i.e. the importing country establishes a call to obtain the certificates) should be encouraged given the complexity in establishing the PUSH functionality. If a country wants PUSH they should request it specifically, recognizing that this feature will require higher technical assistance also from the country itself. ESG members agreed that countries should only use the PULL.

With reference to enhancement features, the UNICC clarified that once the project is closed, any future additional requirements that are not within the scope of the service will require additional resources. It was agreed that following the closure of the project, future large enhancements will be identified with the accompanying costs and the ESG will review the need for such improvements within the available funding. Requests for changes will be sent to the ESG once a month for review.

Additional discussion took place concerning the responsibility for change requests for the Hub. It was agreed that any modification requests will be noted by the UNICC and sent to the IPPC for the ESG to assess and determine suitability for approval.

An overview of the hub operational costs was outlined. It was noted that current costs of operation were less than the invoiced amounts resulting in a surplus that could be returned to the IPPC Secretariat. The ESG discussed and agreed any underspent funds should be retained by UNICC and allocated to future operation of the system or another UNICC ePhyto component to avoid administrative costs related to sending money back and forth between the FAO and the UNICC.

The need for a validation tool, built and hosted by the UNICC, to confirm the compliance of country messages with the specified ePhyto message format (mapping and schema) was discussed and agreed. This validation tool is expected to be ready by July, 2018. ESG agreed that the validation tool will simply warn users of a harmonization issue, but will not prevent them from sending the ePhyto.

Further Harmonization

Harmonization is a core component to the project. While the hub technical pilot is closed, further work is needed to achieve harmonization. Lack of codes remains a significant issue. A large number of fields continue to require free text.

Following discussion, additional edits were made to the mapping and additional ones will be addressed by a small sub group following the meeting. Special discussion is needed on the use of the UNCEFACT schema to harmonize ePhyto. It was agreed that following these changes, the newly edited mapping will be used as the final version for onboarding new countries in the coming months.

Further to the challenge of harmonization is the development of a clear approach towards harmonized codes. The ESG decided to allow the management of codes through the creation of a new global role in the hub console (code administrator) that should be delegated by the ESG. Any new codes will be requested from the appropriate international organizations, assigned by the ESG or free text will be used.

Hub Pilot Country Responses

As part of the process to the completion of the technical hub pilot, a second and final survey was sent out to all pilot countries in order to evaluate their implementation experience. A document providing an overview of all country responses was presented and discussed in detail. The UNICC noted that there were



no major issues that could prevent country onboarding. It was agreed that the hub requirements document will be updated following pilot experience. Based on feedback from the evaluation, it was recommended that in order to improve communication with current and future countries, routine conference calls will be set up (language specific) as part of the onboarding process to discuss any on-boarding issues and to provide routine updates. It was agreed to have these calls form.

With reference to the technical documents of the project, which are currently listed on the IPPC ePhyto site, to improve ease of access these would be moved to a public area of the Hub console.

The requests for changes of the second survey of hub pilot countries will be added to a listing of change requests and circulated amongst the ESG for review.

Digital Signature

The topic of digital signatures had been widely discussed since the beginning of ePhyto and most recently at the ePhyto Symposium in Malaysia where a few countries re-iterated the need for this feature. A document was presented outlining a potential solution to this issue by suggesting that the hub could digitally sign ePhytos instead of the NPPO of the exporting country. It was clearly communicated that this recommendation however does not solve the issue if the legislation of the importing country specifies that the electronic document must be signed by the issuer. It was noted that at this time only the E.U. has adopted legislation requiring digital signatures but more countries do legally require it to go paperless. As part of this discussion ESG members also discussed an email exchange on this topic from an EU representative, highlighting potential options. Following discussion the ESG and the UNICC recognized that further understanding of countries requirements is needed in order to build an effective infrastructure. Action Item: The representative from Europe agreed to consult with the E.U Commission on its pending requirements and will recommend future actions based on this feedback.

On Boarding Document

Following the completion of the hub technical pilot the next step is to allow non-pilot countries to begin the onboarding process. Several types of onboarding documents will be drafted to outline the procedures for new countries. There was a consensus that to the Secretariat should immediately notify IPPC Contact Points indicating that the Hub is available for use by all countries with national systems.

The GeNS

The UNICC provided a presentation outlining the latest developments of the GeNS System. The presentation covered the current status, project plan, the various iterations, as well as plans for the rollout. The alpha version has been reviewed by the ESG. The UNICC explained that the system will be released in iterations that consist of:

1. The NPPO workflow
2. The issuance of paper Phytosanitary certificates
3. The client workflow
4. Issuance of electronic certificates
5. Commencement of the Pilot

The UNICC provided a live demo of the GeNS where ESG members provided thorough feedback on structure and features of the system. The recommended changes will be incorporated into the next iteration of the system, prior to launching the pilot.



GeNS Role out Process

The UNICC outlined a process to deploying the GeNS to Pilot countries. They outlined the steps that countries need to take to get prepared before the start of the GeNS pilot. Some of the core steps include the need of the NPPO to identify:

1. technical focal points,
2. The team for training,
3. assess the country IT infrastructure.

The UNICC further explained that with each iteration release, they are proposing to hold video conference training sessions, where the technical documents are reviewed and an issue resolution and feedback process is established. Only once the pilot has kicked off will there be in-country training.

The ESG noted that there was no limitation to the number of countries that could use the GeNS and confirmed that both developing and developed countries could access the GeNS.

GeNS Pilot Evaluation

The ESG reviewed and discussed the evaluation criteria document for the GeNS pilot. The ESG provided some useful comments and changes to the document which will be incorporated into a final version. There was a consensus that establishment of a baseline to determine the benefits analysis, as well as a benefits analysis itself would be useful as a part of the evaluation. The document will be rearranged and sent out for a final review by the ESG. Action item: benefits analysis work to commence

Business Model Report

Trade Development and Facilitation (TDAF) Consulting had been hired to develop a report to recommend a cost recovery method for the long term operation of the ePhyto solution. Following the initial feedback from the ESG, the report was revised and presented just prior to the meeting. The presentation highlighted the survey process, the options considered and identified that the most feasible solution is a donor funding model supported by a multi donor trust fund for at least the first five years. The TDAF consultant identified gaps that need further understanding and out lined a set of recommendations for the ESG and IPPC to consider. Following the presentation and lengthy discussion a set of recommended changes were agreed by the members. Several members expressed concern that their input regarding the presentation of a transaction based model were not fully considered. The consultant had considered opinions from many groups including the ESG. However, the ESG noted that some of these opinions were based upon familiarity with other operating systems and that the challenges in establishing a transaction-based model were not presented to the groups. These challenges include increased administrative costs, challenges to countries to establish payment mechanisms and challenges in dealing with delinquency.

The Consultant will apply these changes and finalize the report. This final report will be presented to the Commission on Phytosanitary Measures (CPM) in 2019.



Advocacy Plan

The draft Advocacy plan was presented to the ESG. The group provided feedback on the ideas outlined and recommended that this document be blended with the communications strategy to develop a single, more comprehensive document.

Capacity Development- Blueprint for ePhyto Implementation Guide

The implementation guide was presented for discussion to the ESG. It was highlighted that the purpose of the guide was to give a general understanding of the business considerations in the process of implementation. The ESG observed that the current content of the document is of a much wider scope than electronic certification. It was agreed to re-edit the document to reflect the broad scope of trade facilitation through electronic certification.

IAG feedback on case study progress

In an effort to gain an understanding the benefits of the hub to industry, the IAG has proposed undertaking several case studies to understand the impact on trade using electronic certificates. The IAG chair, via teleconference, provided the ESG a brief update on the latest status of the IAG case study. He noted that discussion is underway for a testing exchanges between the Netherlands & Chile and the Netherlands & New Zealand. The ESG member of the Netherlands explained the misunderstanding and will look into the possibility of exchanging with Chile via the Hub. Furthermore he raised the issue that benefits of ePhyto in general and benefits of the ePhyto exchange via the Hub should be clearly distinguished. However it was noted that the Netherlands did not intend to be exchanging certificates based on the hub and any analysis from the Netherlands would not validate the hub process. It was further explained that any measure of successes could not factor into the efforts undertaken by the countries in establishing the exchange parameters independently which may have significant costs. Furthermore, any potential difficulties in using the exchanged certificates in support of re-export could not be estimated. In the case of hub exchange none of these bilateral costs are present. While progress has been slow, the IAG Chair informed the group that in the coming week the International Seed Federation Conference would be taking place where further meetings will be held to advance the plan. There was a consensus that there is a great deal of interest in moving the system along.

IAG Draft Agenda

On the 19th of July the IAG will meet in Rome. The draft agenda for the meeting was discussed and few changes were proposed. The new draft will be circulated to the Chair of the IAG and meeting participants for review and finalization.

Communications

With the objective to bring clarity and consistency to the ePhyto Solution, several documents such as communications strategy, document tracking, fact sheets and hub demo script were discussed. The ESG provided feedback on each. The recommendations will be applied and second drafts will be re distributed for further feedback.



Regional Work Shop

The proposal for an Africa and Near East Workshop was presented. The discussion focused on determining whether one or two (one in English and one in French) workshops are needed. It was decided by the ESG to have a single workshop in one location, possibly the United Arab Emirates. The first day introduction the project will be in English and then the subsequent GeNS and hub workshops will be divided into French and English groups. Having promotional material in English, French and Arabic for this workshop will be essential. PTC/ESG participants were informed that there are sufficient resources available from the IPPC Secretariat to provide approximately USD 70,000 to support an ePhyto workshop for the Near East and Africa. The meeting is expected to take place in November 2018.

A workshop for Latin America is proposed for Buenos Aires, Argentina in September 2018. The objective of this work shop is to advance the understanding of ePhyto in the region. The proposal and the agenda for this meeting was reviewed. It was communicated to the ESG that significant financial support had been given by the Argentinean government, COSAVE, , along with other Regional and International Organizations including the IPPC Secretariat. Action Item: finalize budget for LA workshop and IPPC contribution

Budget

A financial update was provided to the ESG. It covered an overview of country contributions and overall expenditure of the project. Following intensive discussion there was consensus that for future presentations the overview should be amended to have information on specific costs centers, such as operation, management, staff costs, travel, and capacity development (in line with how the ePhyto project will be structured).

Inter-agency Collaboration

STDF

The ESG/ PTC reviewed the most recent Standards and Trade Development Facility (STDF) progress report.

CODEX

Erik Bosker, Co-Chair of the Codex Committee on Food Import and Export Inspection and Certification Systems (CCFICS) provided the meeting with a briefing on their developments regarding electronic certificates for food. They noted that they are working on developing some mapping of the harmonized food certificate, along with guidance document on the introduction to paperless certification. Australia and the Netherlands are interested to organize a side event to explain in more detail the use of the Codex data model at their annual meeting. He also noted that the CCFICS is working in cooperation with Colombia to test the data model. During the Project Advisory Committee (PAC) Meeting in July further discussion will take place on potential further cooperation between CODEX and IPPC.



World Bank

The PTC/ESG was provided with an update on the latest activities by the World Bank in relationship to IPPC ePhyto developments including that the implementation guide was developed in partnership with the World Bank.

World Customs Organization (WCO)

A proposal by WCO on potential alignment of the WCO Data Model and the IPPC ePhyto data mapping was presented. The PTC/ESG expressed serious concerns about the sentences in the WCO report that there was a proposal between the WCO and authorities in the Netherlands on working on aligning the mapping between WCO data model and ePhyto given that the Netherlands had indicated that they were not yet using the ePhyto mapping. It was decided for the ESG representative from the Netherlands to follow-up with his counterparts to more fully understand the proposal. It was also proposed that the initiative be more thoroughly examined at the upcoming PAC meeting.

PAC Meeting Agenda

The PAC meeting is scheduled to take place in Rome on the 16th of July. The PTC/ESG reviewed and proposed amendments to the agenda. Discussion centered on the future role of the PAC. It was suggested that this should be the last PAC meeting organized by the IPPC. Clarifying that there should be such a group which meets regularly to discuss alignment but that it is outside of the scope of the IPPC Secretariat to organize such a meeting. It was proposed that the World Bank, WTO or other trade facilitation body should coordinate the meetings.

The participation of ASEAN SW was discussed and it was agreed to provide them a one-time funding for their participation to the upcoming PAC meeting.

Work Plan

The work plan was reviewed and action items were added. It was agreed for this work plan would also act as a document tracking system by aligning action items to outputs.

Next meeting

The ESG proposed meeting during the week of Dec 3rd (TBC). It was noted that Japan has agreed to host the meeting and will be coordinating arrangements. The ESG thanked Japan for their hospitality.

The meeting was closed.

After Meeting session- Mapping Updating:

Following the ESG/PTC meeting, a smaller meeting was held with the representatives of the US, Argentina, IPPC Secretariat and the UNICC with the objective to update the mapping based on the feedback from pilot countries.

**Action Items:**

Date	Task	Responsibility	Status	Notes
June				
June	Inform ASEAN participant for PAC (one time) funding	Laura Vicaria	Complete	
June	Circulate IAG and PAC agendas to participants	Vicaria	Progress	
June 15th	Revise ESG TOR (Broaden scope to include implementation, strategic planning and advocacy) and distribute to ESG for input	Sela	Complete	
Early June	Shane to update strategic Plan based on Dublin meeting feedback	Sela	complete	
June 15th	ESG to provide feedback on CODEX mapping document	ESG		
Early June	Re-editing of 3 step Guide to Joining the Hub and distribute to ESG for input	Vicaria	Complete	
June 15th	Post 3 step guide on ePhyto webpage	Vicaria	Complete	
early June	Draft Hub on boarding announcement letter and share with ESG for input	Sela	Complete	
Jun-15	Send out Hub onboarding announcement letter to contracting parties	Vicaria	complete	
early June	Draft letter on Transition of the Hub from Pilot to Business as usual operation. Distribute to ESG for input	Sela	Complete	
Jun-15	Send out letter to pilot countries: Transition of the Hub from Pilot to Business as usual operation	Vicaria	complete	
June	Nico to find out status of WCO data mapping and ePhyto Mapping	Horn	Complete	There was no agreement between WCO and NL, mainly the UNCEFA CT schema was discussed not so much the ePhyto mapping.
June	Roles and responsibilities of Malaysia Symposium for use at regional to be shared with Africa/NE work shop leads	Neimanis	Complete	
Jun-18	Consult with NEPPO on hosting and supporting Africa and Near East work shop	Kabbab	Complete	
Jun-18	Move technical documents to the hub console	UNICC/IPPC	Complete	



June 20th	Work Plan/ Document Tracking to be edited based on Dublin Feedback and redistributed to ESG	Vicaria	complete	
22nd June	ESG/PTC Dublin Meeting Report to be Circulated to ESG for input	Vicaria	complete	
June 20th	The UNICC to provide change request overview, with forward plan and prioritization of requested changes (repeats montly)	UNICC	complete	
June 25th	Draft terms of reference for new PAC and distribute to ESG for input	Sela	complete	
End June	UNICC will update the hub documentation to reflect the changes suggested by countries/ESG	UNICC	Complete	
End June	IPPC to confirm funding for Africa and near East work shop	Fedchock/Sela	complete	
End June	Peter to circulate RPPO involvement in ePhyto TORs	Neimanis		
End June	Tom to apply changes to the BM report and finalize	Butterly	complete	
End June	Nico to provide White paper / info on digital signature on EU	Horn	progress	
July				
1st July	Post ESG/PTC Dublin Meeting Report	Vicaria		
1st July	The ESG to provide feedback on the 5 year Strategic Plan	ESG	progress	
TBD	Strategic Plan to be distributed to Bureau for initial Response	Vicaria		
06-Jul	Revised plan for regional work shop of Africa and Near East to be distributed to ESG for input	Kabbab/Syanda	complete	
July	GeNS Iteration 2 produce Phytosanitary Certificates	UNICC		
	Evaluation criteria for the GeNS- redrafted based on feedback from Dublin - Distribute to ESG for second Review	Vicaria	progress	
16-Jul	Re-draft of ePhyto Budget based on Dublin feedback. To be circulated to ESG	Fedchock	progress	
16-Jul	Send Request of financial "redistribution" to STDF (to cover Near East/African workshop)	Fedchock		
16-Jul	ESG and IPPC to share with Laura all relevant document and presentation for shared work area	ESG		
16-Jul	Distribute new ESG TOR to be presented to Bureau	Fedchock/Sela		
16-Jul	PAC Meeting in Rome	IPPC Secretariat	complete	
17-Jul	Nico to draft a GeNS user manual that describes the business process as an introduction to the technical manual (which the UNICC will complete from a technical perspective)-Distribute to ESG for input	Horn	progress	
18-Jul	Shane to revise implementation guide based on feedback and redistribute to ESG for second round of feedback	Sela		
19-Jul	IAG Meeting Rome	IPPC Secretariat		



20-Jul	Meet with legal on hub and GeNS user policy	Sela/Neimanis/Fedchoc k	Postpone d	Legal not in Rome during Shane visit
20th July	The UNICC to provide change request overview, with forward plan and prioritization of requested changes (due monthly)	UNICC		
20-Jul	Revise script for ePhyto clip and share with ESG for second round of input	Vicaria	progress	
25-Jul	Draft of onboarding document for GeNS and circulate to ESG (pre- requisites, steps to connect, and how to validate those steps)	Venkat		
25-Jul	Draft change management plan for the Hub	Venkat		
25-Jul	Adjustment of mapping table	Nuzzo/ Alessandrini/Sela		
27-Jul	UNICC to complete User Manual with technical Perspective and distribute to ESG	UNICC		
31-Jul	Review work area and organize folders	Vicaria/Neimanis		
August				
13-Aug	GeNS User manual to be distributed to GeNS countries and posted online	UNICC/Vicaria		
17-Aug	Advocacy strategy to be redrafted based on Dublin feedback (to include wider scope and communications strategy in full)	Vicaria/Fedchoc		
20th Aug	The UNICC to provide Hub change request overview, with forward plan and prioritization of requested changes (due monthly)	UNICC		
20th Aug	ESG to identify time call and set up group with existing and onboarding countries for knowledge exchange and support	Neimanis/Vicaria		
22-Aug	redraft and edit fact Sheets based on Dublin feedback. New versions to be distributed to ESG for feedback	Vicaria		
	Identify scope and type of training media required for GeNS (technical and non-technical)	ESG/IPPC Secretariat		
September				
September	GeNS Iteration 3: Trade Perspective	UNICC		
11-13 Sep	Latin America ePhyto Workshop - Buenos Aires Argentina			
20-Sep	The UNICC to provide change request overview, with forward plan and prioritization of requested changes (due monthly)	UNICC		
Mid Sep	Xia and DG SANTE meeting to improve cooperation with EU	Fedchoc		
28-Sep	Completion of ePhyto Video	Vicaria		
October				
October	GeNS Iteration 4: Delivery Instrumentation	UNICC		



20-Oct	The UNICC to provide change request overview, with forward plan and prioritization of requested changes (due monthly)	UNICC		
November				
Nov 12-16 (TBC)	Africa/Near East ePhyto Workshop: Emirates			
20-Nov	The UNICC to provide change request overview, with forward plan and prioritization of requested changes (repeats montly)	UNICC		
?? (TBC)	GeNS Iteration 5- Pilot	UNICC		
December				
3 rd – 7 th Dec (TBC)	ESG/PTC Meeting Japan			
20-Dec	The UNICC to provide change request overview, with forward plan and prioritization of requested changes (due monthly)	UNICC		

Appendix I: Agenda**EPHYTO STEERING GROUP (ESG) AND
PROJECT TECHNICAL COMMITTEE (PTC) MEETING***9:00 - 17:00, 28th May- 1st June 2018*

Agriculture House, Kildare Street

Dublin, Ireland

(PROVISIONAL) AGENDA*Updated 2018.5.25*

Monday			
	Agenda Item	Doc No.	Presenter
1.	Opening of the Meeting		IPPC Secretariat/Chair
2.	Meeting Arrangements		IPPC Secretariat
2.1	Election of the Rapporteur		Chair
2.2	Adoption of the Agenda	1	Chair
2.3	Documents lists	2	IPPC Secretariat
3	Recent developments		
3.1	Outcomes from Symposium (Xia's themes)		Chair
3.2	Report from CPM (inc Implementation committee)	3	IPPC Secretariat
3.3	Regional developments (inc. RPPOs)		ESG members
3.4	Roles and responsibilities <ul style="list-style-type: none"> • IPPC Secretariat • ESG TOR • Adhoc groups (under TOR) 	4	Chair
3.5	Mid-term implementation and transition plan	5	Sela
4	Hub Development		UNICC
4.1	Status update of <ol style="list-style-type: none"> 1. Technical 2. Harmonised exchange 		IPPC Secretariat
4.2	Further harmonization of mapping Review of codes and lists		Alessandrini/Dellis Horn
4.3	Hub pilot country survey responses	6	Vicaria



Monday			
	Agenda Item	Doc No.	Presenter
4.4	Issues to discuss form pilot 1. UNICC ideas/improvements 2. Digital signatures	7, 30	Nuzzo Alessandrini
4.5	Hub operation costs	8	Venkateswaran
4.6	On-boarding of new countries • Process for on-boarding new countries • IPPC or UNICC set up hub admin console • Testing (mapping validation tool)	9	• IPPC/UNICC • Dellis/Alessandrini/ Nuzzo
4.7	Process for approval of enhancements		UNICC/Secretariat

Tuesday			
	Agenda Item	Doc No.	Presenter
5	GeNS		
5.1	Overview of progress		Nuzzo
5.2	Demonstration • Country set up/on-board • User profiles • workflows		Nuzzo
5.3	Review workflows • recommendations of the Cotton Industry		Chair/Nuzzo
5.4	Pending Decisions		
5.5	Pilot Preparation • country preparation - technical • test plans • timeline	10	Chair
5.6	Technical guide/user manual		UNICC
5.7	Scope of training material		UNICC/IPPC Secretariat
5.8	Communication of GeNS pilot		IPPC Secretariat
5.9	Evaluation of Pilot • define purpose • evaluation criteria	11	IPPC Secretariat
5.10	GeNS Conditions of use	31	IPPC Secretariat



Wednesday			
Agenda Item	Doc No.	Presenter	
6	Business Model		
	Business Model Report <ul style="list-style-type: none"> • work to date • survey results (powerpoint) • feedback from ESG and IAG • finalization of report • next steps 	12	Butterly and IPPC Secretariat
7	Cost-benefits Analysis		
	Cost-benefit framework Next steps	12	Butterly
8	Donor model		
8.1	Components of a donor model <ul style="list-style-type: none"> • framework for governance of ePhyto trust 		Butterly
8.2	Draft advocacy plan	14	Vicaria
9	Capacity Development/Implementation		
9.1	TC-RPPO support for ePhyto Capacity Development-		Chair
9.2	Implementation guide (Business process guide)	15	Sela
9.3	User policy	16	Sela
	IAG Case Study discussion – Skype Call Thursday 3PM (GMT+1) (4pm CET)		All

On Wednesday 30th of May a dinner for the ESG/PTC team will be hosted by DAFM at 20:00
Location: TBC



Thursday/Friday			
	Agenda Item	Doc No.	Presenter
10	Industry Advisory Group (IAG)		
10.1	Progress of IAG Pilot <ul style="list-style-type: none"> • Terms of Reference • USA/ARG 	17	Sela Dellis/Alessandrini
10.2	Preparation for IAG Meeting (draft agenda)	18	Vicaria
10.3	Emerging technologies <ul style="list-style-type: none"> • Blockchain, Single Windows • Industry expectations 		Chair
11	Communications		
11.1	Document Tracking Framework	19	Vicaria
11.2	Communications Strategy	20	Vicaria
11.3	Revision of Fact Sheets, diagrams and Brochures	21	Vicaria
11.4	Hub demo video	22	Vicaria
11.5	Advocacy materials		Vicaria
12	Regional workshops		
12.1	African workshop Proposal	23	Kabbab/ Syanda
12.2	Potential funding options of workshop in Africa		Fedchock/Sela
12.3	Latin America workshop		Alessandrini
13	Budget		
	Financial update	24	Fedchock
14	Inter-Agency Collaboration		
14.1	STDF (2 nd progress report)	25	IPPC Secretariat
14.2	Codex (Skype Call Thursday 1:30 GMT+1)		
14.3	World Bank		
14.4	WCO	26	
15	Work Plan		
15.1	PTC Work Plan	27	All
15.2	PAC/IAG work/meetings (draft agendas)	28	All
15.3	Teleconference schedule		All
15.4	Next Face to face		All