ePhyto Steering Group

Terms of Reference

July 2018

# Introduction

CPM 8(2013) established the ePhyto Steering Group (ESG) to facilitate the implementation of electronic phytosanitary certificates (ePhytos). Some activities of the original ESG Terms of Reference (2014) 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 are seen as urgent deliverables for enabling countries to implement ePhyto

# Purpose

The ESG provides coordination, guidance and advice on IPPC actions to develop and facilitate harmonized use of electronic phytosanitary certificates and their exchange among contracting parties.

# Duration and Review

The ESG’s programme of work and these 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, who is selected by the Bureau
* (1) One expert selected from each of the FAO Regions. Each expert member is selected by the regional plant protection organization(s) in the region and communicated to the Bureau through its regional Bureau member.

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, coordinate and facilitate the functions of the ESG.

# Reporting

The ESG reports to the CPM Bureau.

# Functions

Based upon the input gathered by members from their respective regions, tthe ESG will:

1. Identify issues and recommend solutions to the Bureau for decision;
2. Advance the vision and common understanding of ePhyto;
3. Identify implementation requirements of Appendix 1 of ISPM 12;
4. Establish and implement the required processes and functions for a harmonized ePhyto Solution (including hub and Generic ePhyto National System)
5. Provide access to and update a common repository of harmonised terms and codes;
6. Contribute to awareness raising, understanding and building capacity amongst contracting parties to implement ePhyto;
7. Develop standard materials that could be used by contracting parties to harmonise the implementation of ePhyto;
8. Assist with identifying resource needs for the hub and generic ePhyto national system;
9. Assist the Secretariat in developing proposals to address funding and resource needs;
10. Collaborate on electronic certification initiatives with other international organizations and industry, and;
11. 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.

The ESG can invite additional experts 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. Where extra-budgetary resources are identified and allocated to ePhyto, the IPPC Secretariat can consider funding assistance for participants who meet specific criteria established by the IPPC for assisting developing countries.