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para la
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COMMISSION ON PHYTOSANITARY MEASURES

Eighth Session

Rome, 8 -12 April

Terms of the Reference for the ePhyto Steering Group

Agenda item 8.2.2

Prepared by the Friends of the Chair

1. Please find draft terms of reference for the ePhyto Steering Committee in Annex 1.
2. CPM is invited to:
 - 1) *agree* to establish an ePhyto Steering Group to operate according to the terms of reference attached, and
 - 2) *agree* that experts from each region will be nominated through their bureau member as soon as possible before the end of April 2013 to allow the Steering group to meet during May 2013.

Annex 1**Terms of the Reference for the ePhyto Steering Group****I. Background**

1. At its 8th session, the Commission on Phytosanitary Measures (CPM-8 (2013)) recognized the need for a programme to specifically promote and provide guidance on the development of ePhyto, and provide information and tools for those countries that opt to use an ePhyto system.
2. This need is identified as urgent. Agreement on the key components and framework that will enable countries that wish to use ePhyto to develop their national systems should be delivered within 12 months because of:
 - the likely adoption of Appendix 1 to ISPM 12 at CPM 9 (2014),
 - the number of countries already independently developing ePhyto systems that may not be compatible with each other and who are arranging for bilateral electronic exchange of phytosanitary certificate information with trading partners, and
 - the development of single windows and customs unions systems for receipt of electronic information relating to trade.

II. Purpose

3. The purpose of the ePhyto Steering Group is to provide oversight, guidance and advice on IPPC efforts to facilitate the international exchange of electronic phytosanitary information among contracting parties.

III. Duration

4. The ePhyto Steering Group will remain an active group until it completes its programme of work or be reviewed after 3 years.

IV. Functions

5. The ePhyto Steering Group will:
 - 1) establish a clear vision and common understanding of the ePhyto concept;
 - 2) monitor delivery of the hub feasibility study, evaluate the results and make recommendations for next steps;
 - 3) identify implementation requirements following adoption of Appendix 1 to ISPM 12,
 - 4) establish the required processes and functions to maintain ePhyto systems and access to a common repository of harmonised terms and codes;
 - 5) contribute to the development of a comprehensive range of activities to raise awareness, understanding and build capacity amongst contracting parties;
 - 6) ensure the development of a toolkit with modular ePhyto elements that could be used by contracting parties wanting to implement an ePhyto solution, recognising the different needs of different contracting parties;
 - 7) identify sources of guidance and advice to countries wishing to implement ePhyto;
 - 8) identify resource needs and opportunities, and assist in development of funding proposals;
 - 9) have oversight of all IPPC activities on ePhyto and provide guidance to the various bodies as needed to ensure an integrated and ordered approach, and;
 - 10) other related functions as required.

V. Membership

6. The ePhyto Steering Group will be composed as follows:
 - One (1) Bureau member
 - One (1) expert nominated from each of the FAO Regions.
7. A Chair will be selected from their membership.
8. The steering group members should have extensive knowledge of the IPPC certification processes, have regulatory experience, be substantially computer and internet literate, and have the time available to actively participate.
9. Additional experts can be invited by the ePhyto Steering Group, as and when necessary, to deal with specific topics or challenges. These may function as ad-hoc groups with specific tasks under the coordination of the ePhyto Steering Group.
10. The ePhyto Steering Group will usually meet virtually (but the need for face-to-face meetings at times is recognized), and perform the functions outlined above. The Steering Group will report to the Bureau. The ePhyto Steering Group will be supported by the IPPC Secretariat and will maintain close liaison through the IPPC Coordinator.

VI. Funding

11. To undertake this work, participants will either be self-funded or extra-budgetary resources will need to be identified so that the IPPC Secretariat can consider funding assistance for participants from developing countries. Recognising the priority and urgency of this programme, the IPPC Secretariat will identify and examine all opportunities to obtain extra-budgetary funds or in-kind contributions.