



Asia-Pacific Economic Cooperation

Administrative Circular and Technical Arrangements for: APEC Workshop on the

Application of Electronic Veterinary and Phytosanitary Certificate

APEC Project number: ATC 01 2021 A

13 – 14 October 2022

Organiser: Bureau of Animal and Plant Health Inspection and Quarantine, Council of Agriculture

Host Economy: Chinese Taipei

Event held under APEC Project: Agricultural Technical Cooperation Working Group (ATCWG)

APEC Forum: Agricultural Technical Cooperation Working Group (ATCWG)

Co-sponsoring APEC economies: Chile; Korea; New Zealand; Peru; Thailand

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1. Introduction to the Project

The Administrative Circular includes the most relevant organizational aspects of the *APEC Workshop on the Application of Electronic Veterinary and Phytosanitary Certificate* to be hosted virtually by Chinese Taipei.

2. Objectives

Sanitary and phytosanitary (SPS) measures aim to prevent transmission of animal or plant pests or diseases through international trade of agricultural products. By conducting SPS measures properly, APEC member economies can prevent animals and plants from exposure to pathogens and pests, ensure and stabilize the agricultural production and quality, and protect the health or life of humans, animals and plants. The veterinary or phytosanitary certificates are important and necessary official documents noting SPS measures for international trade of agricultural and livestock products. In addition, in response to the COVID-19 pandemic, digital technologies have become a global trend for the issuance and inspection of veterinary or phytosanitary certificates.

The project's overall goal is to provide a forum for APEC member economies to share experiences and discuss the challenges in the application of electronic veterinary or phytosanitary certificate (e-certificate) in order to find relevant solutions for trade facilitation on animal and plant products. This workshop will provide capacity building to most APEC member economies through the experiences shared by members on practical application and developing e-certificate system through bilateral or multilateral channels, including systems under international organizations (i.e., IPPC ePhyto). This information will help APEC members analyze and decide on the establishment of their systems. It will also provide APEC member economies with an opportunity to discuss acceptable alternatives to paper/e-certificates including digital technologies like QR Code or an official online database of veterinary or phytosanitary certificates, and safety issues thereof.

In this workshop, we will:

1. Introduce the veterinary and phytosanitary e-Certification;
2. Discuss the application of e-Certification;
3. Share practices on using alternatives such as QR code or an official online database.

Particular emphasis will be placed on recommendations that may inform future policy development. As part of capacity development for sustainable economic growth, this

project will provide a forum for building the capacity of APEC member economies to improve and implement measures that can not only prevent the spread of animal and plant pests and diseases, but also facilitate trade of animal and plant products, and ensure a stable agricultural production, food security and trade environment in the Asia-Pacific region.

A project report will be conducted after the workshop. The project report, which includes a summary of the survey results and a workshop summary, will contribute to the development of policy recommendations by sharing best practices and identifying specific actions that can build the capacity of APEC member economies in this regard.

3. Agenda

The workshop will be conducted in English. Kindly speak more slowly than usual since the audio quality may deteriorate in an online platform. At the conclusion of the final day of the workshop, participants will be asked to complete a simple workshop evaluation form. After the workshop, other relevant materials will be also shared on the webpage. For the Agenda, please refer to **Annex I**.

The Project Overseer would like to record the whole workshop in order to accurately write the summary report. If you do not consent to the recording, please contact us.

4. Event Date

The event will be conducted as a virtual workshop from October 13 to 14, 2022 at 9:00am –11:30am (UTC+8). Please see **Annex II** for Workshop times in each APEC economy.

5. Online Workshop Guidelines

The workshop will take place virtually and be hosted by Chinese Taipei, using Webex as the virtual platform. The link to attend this 2-half-days workshop will be circulated soon. Further information regarding access to the platform can be found in **Annex III**.

Participants need to download the Webex application for the best experience. The sign-up and download page can be found here: <https://www.webex.com/downloads.html>.

During the workshop, all participants are advised to note the following points:

- join the workshop before 9:00am (UTC+8) for log-in and system checks, speakers are recommended to log-in at 8:30am to conduct a test run;

- adjust indoor lighting and camera angle to ensure that their face and upper shoulder remain appropriately and clearly visible, within the video frame;
- use a headset with a built-in microphone to ensure high audio quality;
- mute their microphones, except when they need to speak;
- use the chat function when asking questions; and
- follow the guidelines in Annex IV when setting the display name.
- If you need assistance in signing-up, downloading or using Webex, do not hesitate to contact us.

6. Participants and Speakers

All 21 APEC member economies are invited to attend and actively participate in the Workshop. Nominations for participants are sought from ATCWG and PPFS representatives. Delegates from both public and private/business sectors are welcome from all member economies.

The target audiences of this project are experts in using of e-Certification from APEC member economies, including those from government, private sectors, non-government organizations, universities and research institutes. The workshop is structured with the intent of maximizing discussion and the exchange of ideas among participants and speakers.

Speakers and participants are requested to observe the APEC conventions and nomenclature rules before the Workshop. Please refer to **Annex V**. Speakers funded by APEC will assume responsibility for any other expenses incurred during their presentations. They will also make their own arrangements for any other financial matters of a personal nature. APEC highly values collaboration with appropriate external stakeholders. Attendance of nominees for this Workshop who are not government officials (or part of a government delegation), for instance from the private or academic sectors, may be subject to Forum Agricultural Technical Cooperation Working Group (ATCWG) approval as per APEC Guidelines.

7. Application and Registration Procedure

If you are interested in participating (including speakers, member economy delegates, and guest attendees), you may register for free using [this link](#). It's also can send the copies of the Nomination Form (ANNEX VI) to the contact indicated on the form with the details of the nominated expert participant applying to attend the Workshop through e-mail by

the deadline. The deadlines for any nomination will be 10 October 2022.

8. Institution

The Workshop will be organized by Bureau of Animal and Plant Health Inspection and Quarantine, Council of Agriculture, Chinese Taipei

Hung-Jen LIAO

Project Overseer and Chief of Section of International Affairs of Planning Division

Bureau of Animal and Plant Health Inspection and Quarantine

Council of Agriculture

Chinese Taipei

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ANNEX I – Agenda

APEC Workshop on the Application of Electronic Veterinary and Phytosanitary Certificate

Date: October 13 – 14, 2022

Time: 09:00am - 11:30am Taipei time (CTT / UTC+8)

Location: *Webex*

Organizer: Bureau of Animal and Plant Health Inspection and Quarantine (BAPHIQ),
Council of Agriculture

Host economy: Chinese Taipei

In response to the COVID-19 pandemic, APEC has supported a project on the application of electronic veterinary and phytosanitary certificates to discuss the benefits and future cooperation on cross-border use of paperless certification for trade facilitation of animals, plants and their products.

On Day One, this virtual workshop will provide a forum for APEC member economies to share successful experiences and benefits from the application of electronic veterinary and phytosanitary certificates (e-certificates) to improve efficiency of cross-border trade operations. Workshop participants will also have opportunities to learn several types of e-certificate systems and how to use “e-Phyto Solution” or innovative technologies to facilitate the exchange of e-certificates through bilateral or multilateral channels.

On Day Two, this workshop will bring together experts from governments, academic communities, and private sectors to present case studies from using innovative platforms (e.g., QR Code), focusing in particular on the challenges and conditions associated with the expanded use of these technologies as possible alternatives and equivalent to traditional paper certificates or e-certificates. The important role of APEC as a regional organization for information sharing and capacity building will also be discussed.

A summary report will be submitted to APEC, and the same will be presented during the first APEC Senior Official Meeting in 2023.

Day 1: October 13, 2022 (Thursday)	
08:00 – 09:00	<p>Login and system checks</p> <ul style="list-style-type: none"> - Delegates to login using the assigned usernames - Check of audio and visual connections - Connection confirmation, familiarization with 'Chat' function
09:00 – 09:20	<p>Welcome and Opening (MC)</p> <ul style="list-style-type: none"> - TBD, BAPHIQ, Council of Agriculture, Chinese Taipei - Dr. Su-San CHANG, Lead Shepherd, Agricultural Technical Cooperation Working Group (ATCWG), APEC <p>Group Photo</p>
09:20 – 10:20	<p>Session 1 – Introduction to SPS eCertification</p> <ol style="list-style-type: none"> 1. Digital opportunities for SPS systems and the trade facilitation effects of SPS electronic certification. <ul style="list-style-type: none"> - Ms. Annelies DEUSS, Senior Agricultural Policy Analyst, OECD 2. Establishment, current utilization and future aspect on ePhyto Hub and ePhyto Solution <ul style="list-style-type: none"> - Mr. Tang-Kai WANG, Chair, Committee on SPS, WTO 3. Establishment, current utilization and future aspect on Electronic Veterinary Certificate <ul style="list-style-type: none"> - TBD 4. Promoting wider adoption of e-certification for trade facilitation in Asia Pacific <ul style="list-style-type: none"> - Mr. Sangwon LIM, Special Advisor, United Nations Network of Experts for Paperless Trade and Transport in Asia and the Pacific (UNNExT) <p>Moderator: Dr. Su-San CHANG, ATCWG, APEC</p>
10:20 – 10:25	Break
10:25 – 11:25	<p>Session 2 – Application of eCertification - Perspectives from government and industry</p> <ol style="list-style-type: none"> 1. Guidance and experiences in Implementing paperless use of electronic certificate from Australia <ul style="list-style-type: none"> - Mr. Matthew MOORE, Department of Agriculture, Fisheries and Forestry, Australia 2. Modernising agri-food trade in Thailand by replacing paper phytosanitary certificates with ePhyto Solution <ul style="list-style-type: none"> - Ms. Pouchamarn WONGSANGA, Project Director, GIZ, Thailand 3. Establishment and Application on e-certificate exchange between New Zealand and Chinese Taipei <ul style="list-style-type: none"> - TBD, Trade Van Co., Chinese Taipei <p>Moderator: Dr. Ching-Cheng CHANG, Academia Sinica, Chinese Taipei</p>
11:25 – 11:30	Closing of Day 1 (MC- What is planned for Day 2)

Day 2: October 14, 2022 (Friday)	
08:00 – 09:00	Login and system checks <ul style="list-style-type: none"> - Delegates to login using the assigned usernames - Check of audio and visual connections - Connection confirmation, familiarization with 'Chat' function
09:00 – 09:05	MC – Recap, Objectives for Day 2
09:05 – 10:00	Session 3 - Experience Sharing on Alternative Measures <i>Cases on using alternative temporary measures by QR code or an official website that can be equivalent to the paper/e-certificates.</i> <ol style="list-style-type: none"> 1. APEC Survey Results on the application of electronic certificates and alternative measures <ul style="list-style-type: none"> - Dr. Kenneth DY, Academia Sinica, Chinese Taipei 2. Harmonization issues of implementing e-Phyto and alternative validation mechanism <ul style="list-style-type: none"> - Ms. Christian DELLIS, Deputy Director, Phytosanitary Issues Management–Export Services, APHIS, USDA, the United States 3. Digital practices and complementary security measures to facilitate trade in plant products in response to the COVID-19 pandemic <ul style="list-style-type: none"> - Dr. Kuo-Shiou HUANG, BAPHIQ, Chinese Taipei <p>Q&A 10 mins</p> <p>Moderator: Ms. Woan-Ru LEE, BAPHIQ, Chinese Taipei</p>
10:00 – 10:20	Session 4 - APEC ME report and Information Sharing <ul style="list-style-type: none"> - 3 mins for each economy (non-mandatory) <p>Moderator: Dr. Ching-Cheng CHANG, Academia Sinica, Chinese Taipei</p>
10:20 – 10:30	Break
10:30 – 11:10	Session 5 - Recommendation on Future Development <i>Recommendations on future development and cooperation in APEC on electronic SPS certification for sustainable economic growth.</i> <ol style="list-style-type: none"> 1. Opportunities and Challenges for implementing ePhyto and other eSPS certificate solutions <ul style="list-style-type: none"> - Mr. Tom BUTTERLY, ePhyto Initiative Manager, Global Alliance for Trade Facilitation (GATF), Switzerland 2. Promoting trust and confidence in APEC on the use of electronic SPS certification <ul style="list-style-type: none"> - TBD <p>Q&A 10 mins</p> <p>Moderator: TBD</p>
11:10 – 11:30	Session 6: Closing Remarks (MC) <ul style="list-style-type: none"> - Dr. Ching-Cheng CHANG, Academia Sinica, Chinese Taipei - Dr. Su-San CHANG, ATCWG, APEC - Dr. Hung-Jen LIAO, Project Overseer, Council of Agriculture, Chinese Taipei
CLOSE of WORKSHOP	

ANNEX II – Workshop local start times per Economy

Economy	09:00am Chinese Taipei
Australia	11:00am
Brunei Darussalam	09:00am
Canada	09:00pm*
Chile	09:00pm*
P.R. China	09:00am
Hong Kong, China	09:00am
Indonesia	08:00am
Japan	10:00am
Korea	10:00am
Malaysia	09:00am
Mexico	08:00pm*
New Zealand	01:00pm
Papua New Guinea	11:00am
Peru	08:00pm*
The Philippines	09:00am
Russia	04:00am
Singapore	09:00am
Chinese Taipei	09:00am
Thailand	08:00am
USA	09:00pm*
Viet Nam	08:00am

**Please note: all times with asterisks are the day before.*

Annex III – Guide to Webex

1. General Guidelines

- Please use a desktop computer or a laptop, instead of a smartphone.
- Make sure you have a good and stable internet connection. Use an Ethernet cable rather than Wifi as much as possible.
- Webcam or camera should be at eye level and the light source is in front of you, not behind or above you.
- Please use an external headset & microphone. Speaking directly to your computer will cause serious echoing.
- Make sure you are in a quiet environment with no background noise and without any interruption.

2. Install Webex

- Connect your external microphone, earphone and camera.

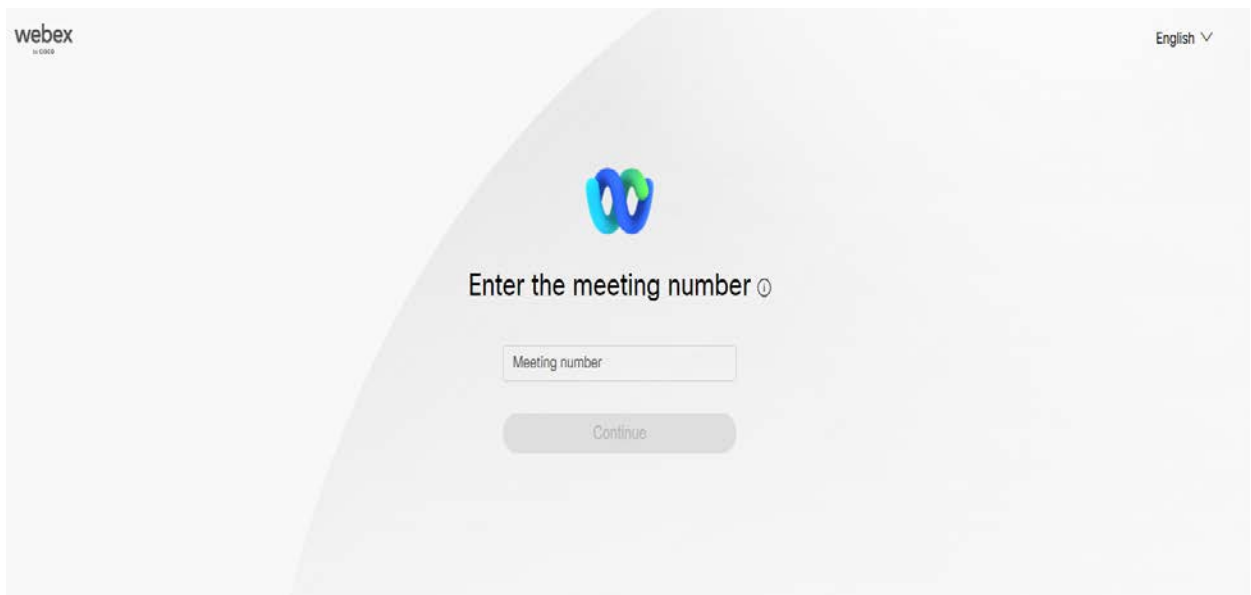


- Download and install Webex

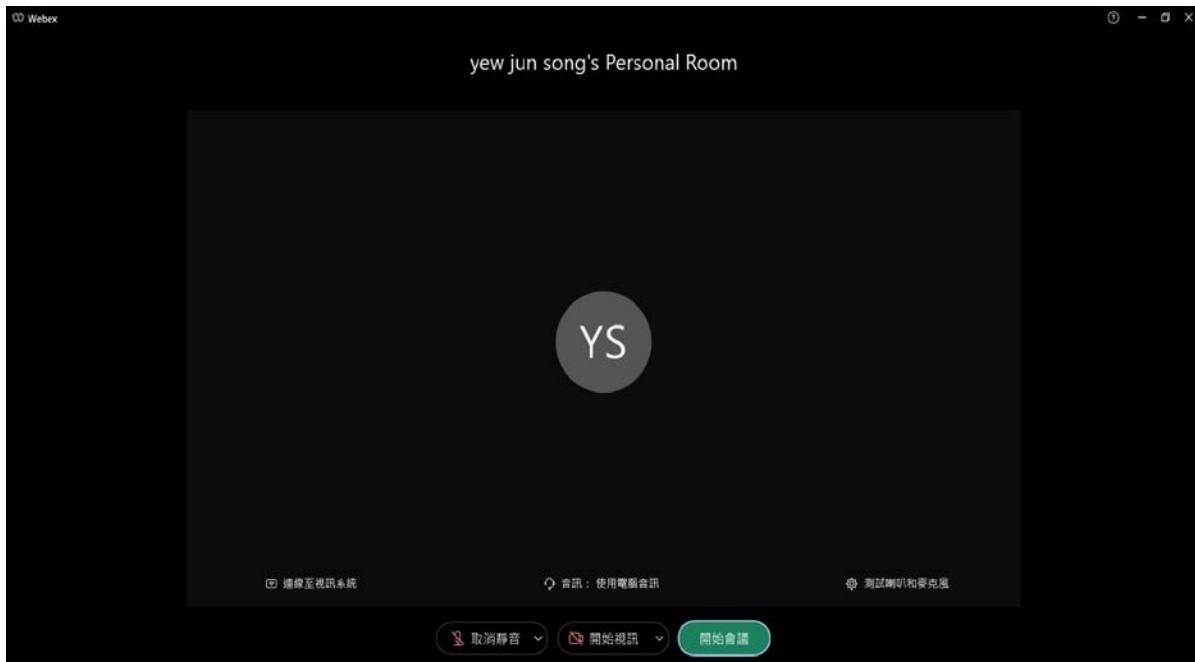


3. Start Webex

- Enter the meeting number.
- Enter your screen name as instructed in Annex IV.
- If you've signed already, please change your name.



- Remember to open the Meeting Chat for communication.
- Turn off your cam and mic when you are not talking.



ANNEX IV – Screen names for all member economies

Economy	Display Name
Chair	01 Chair/Surname
Australia	02 AUS/Surname
Brunei Darussalam	03 BD/Surname
Canada	04 CDA/Surname
Chile	05 CHL/Surname
People’s Republic of China	06 PRC/Surname
Hong Kong, China	07 HKC/Surname
Indonesia	08 INA/Surname
Japan	09 JPN/Surname
Republic of Korea	10 ROK/Surname
Malaysia	11 MAS/Surname
Mexico	12 MEX/Surname
New Zealand	13 NZ/Surname
Papua New Guinea	14 PNG/Surname
Peru	15 PE/Surname
The Philippines	16 PHL/Surname
The Russian Federation	17 RUS/Surname
Singapore	18 SGP/Surname
Chinese Taipei	19 CT/Surname
Thailand	20 THA/Surname
United States	21 US/Surname
Viet Nam	22 VN/Surname
APEC Secretariat	23 APEC SEC/Surname
Moderator	24 Moderator/Surname
Keynote speaker/session speaker/panelist	25 Speaker/Surname

ANNEX V – APEC NOMENCLATURE

Important Notes on APEC Nomenclature

Please use the correct terminology when preparing your presentations. All APEC member economies should be referred to as “**member economies**” or “**members**” or “**economies**”.

- Please refrain from using the words “nation” or “national” when describing APEC economies. The term “member economy government” may be used as appropriate.
- Please use the term “domestic” instead of “national.”
- Please refrain from using Flags or Maps in presentations.
- When listing member economies, the names should be separated by semi-colons (e.g. Australia; Hong Kong, P.R. China; Brunei Darussalam; Canada).
- Please be mindful of using the correct names of APEC economies in your presentations. Refer to the list below for accepted abbreviations for APEC economies.

Accepted Abbreviations and Nomenclature for Member Economies

AUS	Australia
BD	Brunei Darussalam
CDA	Canada
CHL	Chile
PRC	People’s Republic of China (China also acceptable)
HKC	Hong Kong, China
INA	Indonesia
JPN	Japan
ROK	Republic of Korea (Korea also acceptable)
MAS	Malaysia
MEX	Mexico
NZ	New Zealand
PNG	Papua New Guinea
PE	Peru
PH or PHL	The Republic of the Philippines (The Philippines is also acceptable)
RUS	The Russian Federation (to be used for all APEC meetings at/above Ministerial level) ‘Russia’ can be used for APEC meetings below that level
SGP	Singapore
CT	Chinese Taipei
THA	Thailand
US or USA	The United States
VN	Viet Nam

ANNEX VI – NOMINATION FORM

APEC Workshop on the Application of Electronic Veterinary and Phytosanitary Certificate (ATC 01 2021 A)

Complete all fields and return to Nominations Focal Point below:

Hung-Jen LIAO
Project Overseer and Chief of Section of International Affairs of Planning Division
Bureau of Animal and Plant Health Inspection and Quarantine
Council of Agriculture
Chinese Taipei
Email: hungjen.liao@mail.baphiq.gov.tw; fang@mail.baphiq.gov.tw

By completing and returning this form, I consent to the collection, use and disclosure of the personal data provided below to the APEC Secretariat, for the purposes of project administration and evaluation and to be handled in accordance with the APEC Secretariat Personal Data Protection Policy.

APEC MEMBER ECONOMY:

NOMINEE 1

Name (CAPITALISE surname):

Title (Dr/Mr/Ms/Mrs):

Position:

Gender (M/F):

Organization:

Email:

Telephone:

Fax:

NOMINEE 2

Name (CAPITALISE surname):

Title (Dr/Mr/Ms/Mrs):

Position:

Gender (M/F):

Organization:

Email:

Telephone:

Fax:

Name of official making the above Nomination(s):

Economy Representative for which APEC Fora:

Title:

Organization:

Email:

Telephone:

Fax:

Please complete all fields in this form and email it to the Nominations Focal Point given above, no later than:

10 October 2022 for participant nominations

***** LATE NOMINATIONS MAY NOT BE ACCEPTED *****