| **Checklist for Implementation of Generic ePhyto National System (GeNS)** |
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| **ePhyto Project of ………………………………..** |
| **Project Manager: ………………………………** |
| **No**  | **Topic** | **Action** | **Responsible Officer(s)**  | **Due date** | **Status/Comments** |
| 1 | Executive support | Executive of NPPO to write to IPPC detailing country interest and support |  |  |  |
| 2 | Project Manager | Assign a Project Manager for GeNS implementation |  |  |  |
| 3 | Governance | Establish ePhyto Working Group to manage allocated tasks with contact names, business roles, phone numbers and e-mail addresses of working group members  |  |  |  |
| 4 | Awareness programs during regional discussions | To progress ePhyto Solution in regional countries |  |  |  |
| 5 | Awareness programs with local industry (Communication) | Organise a workshop with industry and other parties (Customs, NPPO, stakeholders etc.) to brief and seek support for implementing the GeNS with a mailing group among workshop participants for future communication  |  |  |  |
| 6 | Stakeholder Register | Develop a stakeholder register covering importers, exporters and associated bodies (e.g. customs) to incorporate into GeNS. |  |  |  |
| 7 | ePhyto Project Plan  | Finalise the project plan for GeNS implementation and provide it to the IPPC and stakeholders for comment |  |  |  |
| 8 | Process Maps | Develop Process Maps for exports and imports by NPPO  |  |  |  |
| 9 | Training Requirements | Identify ePhyto training requirements before and after implementation* Number of staff
* Locations
* Roles
 |  |  |  |
| 10 | Legislation | Determine whether domestic legislation supports electronic data exchange and allow off shore data storage |  |  |  |
| 11 | Sustainability of GeNS after implementation | Mechanism to ensure sufficient local resources are in place to use GeNS after implementation |  |  |  |
| Consider potential review of certificate fee to ensure GeNS sustainability after implementation to support cost recovery mechanisms by NPPO to recover IPPC hub costs |  |  |  |
| 12 | Benefit Analysis | Conduct benefits analysis of GeNS after implementation |  |  |  |
| 13 | Technical issues | Establish contingency plan to address internet outages  |  |  |  |
| Allocation of funding for multiple internet providers in participating countries to minimise impacts of outages (if required) |  |  |  |
| Identify processes for determining IP addresses of authorised users for trace back purposes |  |  |  |
| GeNS to report NPPO about the expiry dates of exporter licenses that are in the GeNS |  |  |  |
| Resource requirements:Participate in the UNICC ICT survey to assess IT infrastructure to determine whether existing infrastructure can support the use of GeNS for ePhyto exchange |  |  |  |
| 14 | Pilot Phase | Obtain further information from users (NPPO staff and industry) about system changes that were required from country testing to the pilot  |  |  |  |
| 15 | Reporting Needs | Identify reporting needs (e.g. commodity/country)  |  |  |  |

**Work finalised**  **Work in progress** **Work not yet undertaken**

| **Progress of Action Items** |
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| **ePhyto Project – Working Group** |
| **Project Manager: ……………..** |
| **Action Item** | **Topic** | **Outcome** |
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