Item	Discussion	Action/Decision
1	Welcome and approval of the agenda	→Approved
2	Purpose of the meeting	→Accepted
3	Report of virtual meeting for EPIX early pilot Sri Lanka and Switzerland: • Switzerland eCITES EPIX component expected to be ready for testing between end May or end of June. • Sri Lanka eCITES EPIX module is under development and first message send/receive component targeted for 24th of May 2020. • Switzerland has nominated technical focal points for testing with LK • Agreements needed by the two Parties to start pilots: 2 type of agreements needed, one agreement to engage onto an EPIX pilot (MoU type) and another more formal agreement at a later time between the Parties to agree on electronic exchange of valid permit.	→LK and UNCTAD to prepare a meeting for this group to give a first walkthrough of eCITES BaseSolution permit exchanges and workflow after 24th of May.
4	Parties reflection on eCITES EPIX WS & readiness to commit to Pilots: **-Singapore:** • SG is interested in starting a pilot. The MA has contacted its service provider (CrimsonLogic) regarding budget and possible time plan. Further steps depend on outcome of the internal discussion. **-Thailand (limited bandwidth during the meeting):** • Dep. of Agriculture (DoA) is consulting with other MAs, Ministry of Fisheries has not answered yet. DoA is interested to start a pilot but needs to address funding first. Mr. Loertscher clarified that pilot testing could be done with one national lead MA alone. When starting with exchange of live electronic permits between Parties, all MAs of a Party should be connected.	→Participation of the EU as an observer is welcome. →When new pilots are launched in Asia and Europe, they can join this group. →Current EU EPIX may join once this group has started its pilots.

	-EU Commission:	
	• EU is working on a Hub architecture for eCITES exchanges which will be opened for exchanges with 3rd Party (i.e. non-EU) Parties. EU is not planning to have a pilot at the moment but would like to join this group as an observer to ensure compatibility with EPIX exchanges in the future.	
	Question raised :	
	• Question raised on participation of other EU EPIX pilots which are currently testing with Switzerland: Mr. Loertscher suggests that that this group first starts testing with CH as the technical compatibility with the Swiss system ensures compatibility with the other EPIX systems as well. Other EU countries could join at a later stage when we move towards process integration.	
5	Requirement for formal expression of intention to engage in a pilot: • Before commencing a pilot both MAs should exchange a Letter of Intent to start a test. After successful completion of the pilot both Parties need to sign an agreement to start with live exchanges.	→Mr Loertscher will prepare a template for the Letter of Intent.
6	Preparatory steps for testing: electronic permit workflow and exemption procedures of messages: • The EPIX webservice calls for exchange of the permit are already defined. Switzerland is now working on a documentation of the choreography, i.e. how the receiving Party will respond to messages and how to respond in case of exemptions (rejections, technical problems, etc....).	
7	Working structure to coordinate pilots and UNECE/ESCAP support: • UNECE and ESCAP offered to set up an *eCITES Expert Group on piloting ePermit exchanges between Europe and Asia* with support of UN/CEFACT and UNNEXT. This group can serve as a platform to exchange experiences, develop guidance materials and serve as an input into standardization to UN/CEFACT and CITES WGs. This group would have a supportive role, the EPIX pilots between two MAs remain under the direct responsibility of the MAs of the Parties.	→Several members welcomed the proposals; UNECE and ESCAP will start drafting a ToR for discussion.

8	Discussion on next meeting's date	→UNCTAD and Sri Lanka will notify the group when they are ready to present an initial EPIX walkthrough. →Next meeting planned in connection with this walkthrough, otherwise on **14th of May 2020, 9:00 CEST**.

Annex1. List of Participants: 14 Participants

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Annex2. Agenda Items (CEST)

9:05-9:10	1- Welcome & Approval of the Agenda
9:10	2- Purpose of this Meeting
9:10-9:25	3- Report of Virtual meeting for EPIX early pilot Sri Lanka and Switzerland
9:25-9:40	4- Parties reflection on eCites EPIX WS & Readiness to commit to Pilots
9:40-9:50	5- Requirement for formal expression of intention to engage in a Pilot
9:50	6- Preparatory steps for testing: electronic permit workflow and exemption procedures of messages
9:50-10	7- Working structure to coordinate pilots and UNECE/ESCAP support
10:00-10:10	8- Time, objectives for next meeting and next deliverables

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