



**TERMS OF REFERENCE**

**EXCHANGE OF ELECTRONIC CERTIFICATION  
BETWEEN**

**[ *insert country* ] AND AUSTRALIA**

This agreement is between the [ *insert authority* ] and AUSTRALIAN QUARANTINE AND INSPECTION SERVICE to trial the exchange of export certificates electronically.

**PRODUCT GROUP** *please indicate product for this trial*

- Edible Meat
- Seafood
- Dairy
- Horticulture
- Grain

**COMMENCEMENT**

*[insert date]* 2004

**DURATION** *please indicate duration for this trial*

- On-going
- 3 months
- 6 months
- other.....

Either party may end the trial by giving notice in writing 6 weeks prior to required end date.

**COMMUNICATION**

Parties will communicate openly and agree to address any issues in a timely manner. Issues or concerns will be referred to nominated agreed contacts with appropriate decision-making authority.

## REPORTING

Parties agree to jointly review the trial and provide formal feedback at regular intervals.

The [insert name of authority] will provide written feedback on

1. Initial reaction within 2 weeks of commencement.
2. General impression of E-cert at the half way point of the trial within 2 weeks following that point.
3. findings including E-cert implementation strategies within 30 days of the cessation of the trial.

AQIS will respond to each of these reports in a timely manner

1. within 5 business days
2. within 5 business days
3. within 30 days

## SYSTEM

The E-cert system will transmit an electronic message in parallel with the paper certificate generated by the EXDOC system. The electronic certificate and paper certificate will bear the same number. The parties agree that all electronic communication will occur in accordance with the E-cert Protocols annexed to these Terms of Reference.

Messages will be transmitted in accordance with the E-cert Design Standard Version 5 (Feb 2004). The design document is a working document and changes may occur during the transition from paper certificates to electronic certificates.

## SYSTEM ACCESS

The [insert name of authority] will be granted access to the E-cert web site to verify certificate detail. The [insert name of authority] will provide AQIS with a list of names of their officers requiring access.

User logons and initial password will be provided within 5 working days. Users will change their initial password when logging on to the system for the first time, and will protect access at all times during the trial.

The [insert name of authority] will take all reasonable steps to protect access at the point of import. The [insert name of authority] will not allow a user to cause or assist in a breach of security. Breach of security includes, but is not limited to:

- The using, or attempting to use the User logon and password of another person;
- Giving any other person your password;
- Leaving a terminal unattended whilst logged on;
- Logging on to the system then allowing another person to use the machine unsupervised.

**AUTHENTICATION/VERIFICATION** *[optional – delete if not required]*

E-cert generated certificates will replace the current document requirements or reports currently provided for verification purposes.

**PAPERLESS TRADING**

AUSTRALIA and *[insert name of authority]* are committed to paperless trading and will work collaboratively to adopt fully the E-cert system.

**TERMS OF USE**

The Terms of use are agreed as per the E-cert Protocols document.

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*[insert name of signatory]*

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*[insert name of signatory]*