Ministry for Primary Industries
Manatū Ahu Matua

Status and Lifecycle Changes

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Growing and Protecting New Zealand

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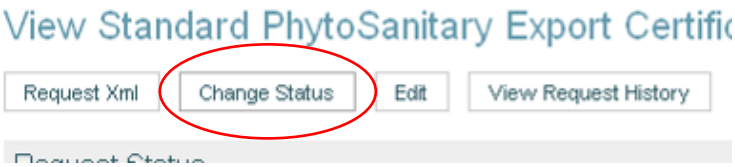
1 Introduction

The lifecycle a certificate request can go through, the statuses that can be applied and what can occur in each status has been significantly refined. The main aim of the changes to the lifecycle and statuses has been to:

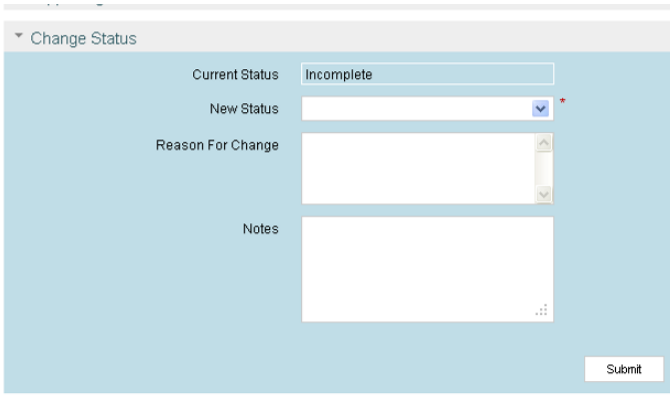
- make it clearer and give more security as to what parties can do in each part of the lifecycle, giving increased certainty and protection to requesters, IVA's and MPI
- increase the security and rigour of the Phytosanitary E-Certification system and processes to ensure they meet the expectation of overseas NPPO's now and in the future.

After a certificate request has been initially submitted, the status of the request is changed in the Change Status Section at the bottom of the request.

To quickly go to this section once you have opened the certificate request, click the "Change Status button" at the top of the request.



This will take you directly to the Change Status Section**,** were you can choose the new status in the "New Status" field. This will in turn give you options for a Reason for the new status in the "Reason for Change" field, as well as the ability to put in an explanatory note (an explanatory note is mandatory if the reason for change "Other" is selected.



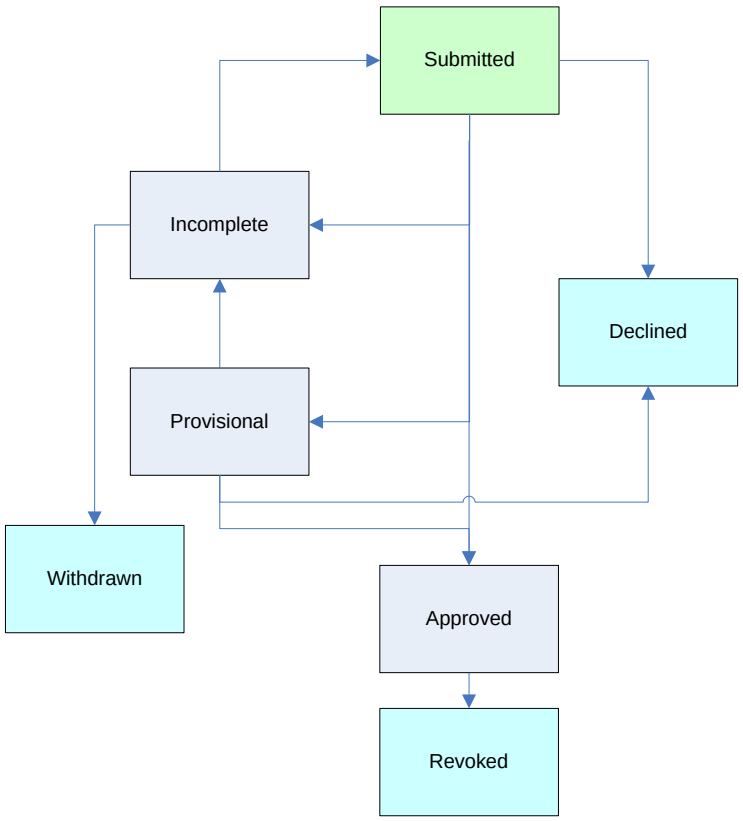
Once you have selected the new status, click "Submit" again

NOTE:

The new status options available and who can choose those options will depend where the certificate request is in the Certificate lifecycle.

2 Certificate Lifecycle

Below is a summary of the lifecycle for a new certificate. Each status is then described in more detail.



Submitted

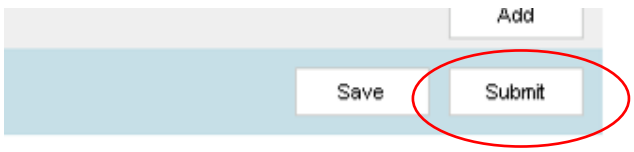
This replaces the status of *Raised* in the Phyto e-cert system**.** When a certificate request has been submitted, the request will not be able to be changed by the requester. This will ensure that certificate data does not change while an IVA is reviewing the request.

Note:
Partially completed certificate requests can be saved as drafts and uploaded and completed at a later stage. (See Saving and Uploading a Partially completed Request)

IVA's can make an unverified request available to the user to edit again by placing it in "Incomplete" status (see below).

By submitting a certificate request, MPI considers the user has formally requested that the certificate request be verified. If a certificate request has been submitted by mistake, contact your IVA as soon as possible

To submit a certificate request, click "Submit" at the bottom of the certificate request form



Incomplete

This replaces the status of *Resubmitted* in the Phyto e-cert system. The IVA's will use this status to return the certificate request to the requester for correction or updating with an explanation of what needs to change. Only the requester will be able to modify the certificate request when it is in Incomplete status. Once the changes have been made, the certificate request can be submitted again, and will revert to the status of Submitted (or Submitted – Replaced; see below)

Provisional

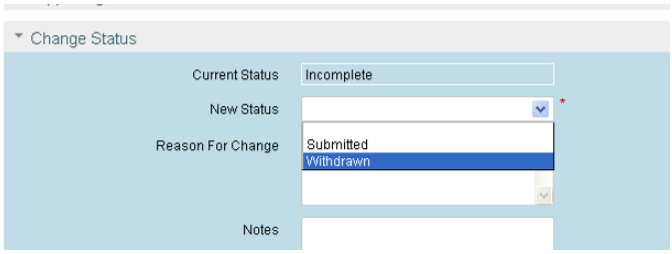
As with the Phtyo e-cert system, this is available to IVA's to place a certificate request on hold rather than declining it or returning it to the submitter for correction. However, when in Provisional status the certificate will remain unavailable to the requester to edit. It is to be used where there are legitimate reasons that a certificate request must be submitted before otherwise optional data, that is necessary for the particular request, can be included. IVA's will be able to advise if the content that has been entered is valid, giving the requester certainty. Once the requester has the necessary detail, they can coordinate with their IVA to have the certificate request placed in "Incomplete" status where they can complete the details and have the certificate officially verified.

The only recognised use currently is when awaiting treatment details for certificate requests for forestry products.

Withdrawn

This replaces the status of *Cancelled* in the Phyto e-cert system. A certificate request can only be withdrawn by the requester when it is in Incomplete status. If the certificate request is in Submitted or Submitted – Replacement status, the requester will need to request that their IVA change the status to Incomplete. Only the requester can withdraw a certificate request

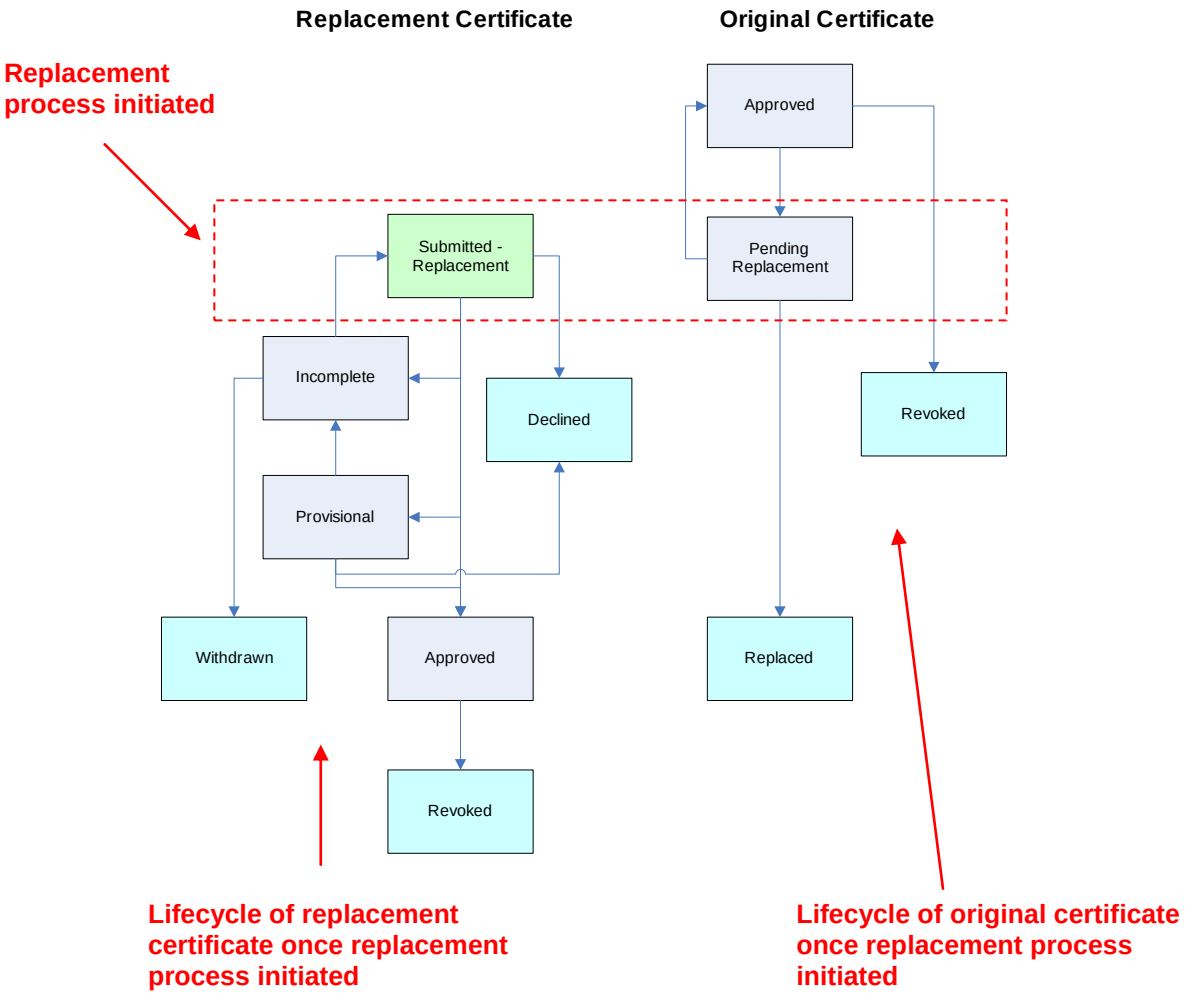
To withdraw certificate request, go to the Change Status Section and select "Withdrawn" in the Change Status section:



Requesting a Replacement Certificate

Requesting a replacement certificate is similar to the Phyto e-cert system, but the lifecycle and statuses have been modified along with the broader lifecycle and status changes.

Below is a summary of the certificate replacement lifecycle for both the replacement certificate and the original certificate being replaced:



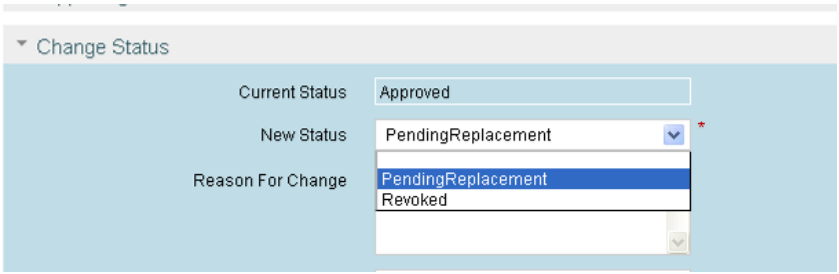
When a replacement certificate to an existing approved certificate is requested, the new certificate request receives a status of “Submitted – Replacement”. This replaces the status of *Request Replacement* in the Phyto e-cert system. As with “Submitted” status, the replacement certificate request will also not be able to be changed by the requester once submitted. Once the replacement certificate request has been placed in Submitted – Replacement status, it is subject to the same lifecycle and status options as they apply to Submitted status.

NOTE
When a replacement certificate request is made for an existing approved certificate, the existing certificate receives a status of *Pending Replacement*.

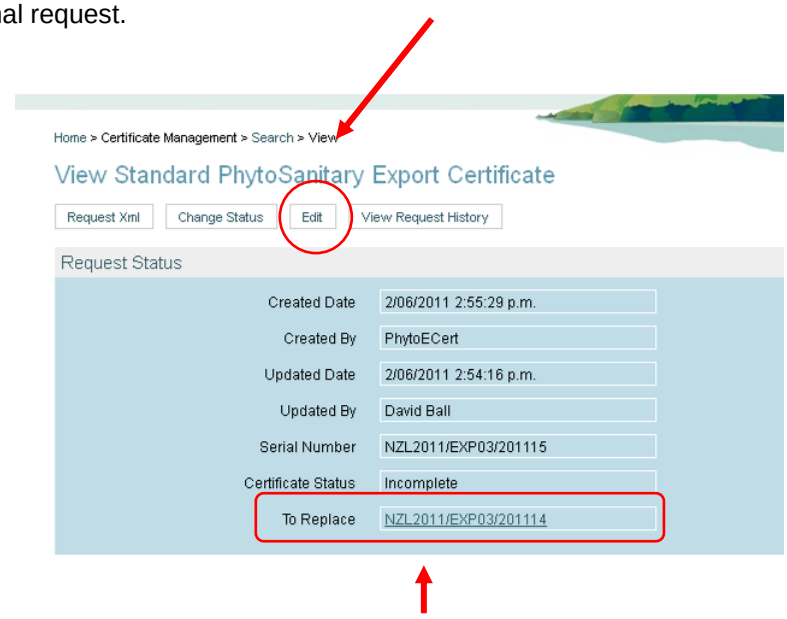
Once a replacement certificate request is approved the existing approved certificate receives a status of *Replaced.*

If the replacement certificate request is withdrawn the original certificate will revert back to a status of *Approved.*

To replace a certificate request that has been approved, select “Pending Replacement” from the New Status dropdown box:



This will lead to two actions. Firstly the certificate to be replaced will be placed in a status of Pending Replacement. Secondly a replacement certificate request will be generated that initially has a copy of the details in the certificate to be replaced with a status of incomplete. **This will be the certificate request that now shows on the screen**. To modify the replacement certificate request, go to the top of the page and click “Edit” You can now modify the request and submit it as you would an original request.



The replacement certificate request also shows the certificate it is to replace in the “To Replace” field. If you click on the certificate number it will open the certificate being replaced. Similarly, the certificate it is to replace has a link to the certificate replacing it

If the replacement certificate request is approved these will change to “Has Replaced” and “Replaced By” respectively.

NOTE
Certificate requests with a status of Incomplete will be automatically withdrawn after 90 days.
An approved certificate cannot be withdrawn by the requester, but can be replaced as shown above.
An approved certificate can still be revoked by MPI under the appropriate circumstances.