



National CAPS Committee (NCC) Conference Call

March 3, 2016

Minutes

Participants

John Bowers	Tyson Emery	Jeanne Ring *
Brian Kopper	Julie Van Meter	Lisa Jackson
Kristian Rondeau	Brad Lewis	Melinda Sullivan
Terry Bourgoin	Ruth Welliver	Dan Mackesy
Joel Bard	Sherry Aultman	Susan Schechter
Piera Siekert	Dale Anderson	Eileen Luke

* For Ian Foley

Budget/Agreements

No allocation from PPQ has been received in Field Operations as of the day of the call. Brian is checking into when agreements can be completed. No reductions in agreement funding are anticipated, but are still waiting on final budget figures to confirm.

NCC Phoenix minutes

John is finalizing the minutes from the Phoenix meeting. The feedback and editing help was appreciated. Feedback from our constituencies have given us some ideas for addressing the action items from the meeting. The NCC asked that we share others comments to help with their own discussions. John will summarize the contents of NCC feedback and post them for all.

★ 2016 CAPS Recognition ★

Nominations for CAPS Recognition are due COB Friday, March 25, 2016. The announcement was sent out on January 25, 2016, and is copied below following these minutes. See [CAPS Recognition](#) on the Resources page of the CAPS R&C site for more detailed information. The [Nomination Form](#) also is located on the Resources page. **Please consider nominating a worthwhile individual or group.**

2017 Guidelines

For the 2016 Guidelines, the appendices in previous years were replaced by the documents on the [Resources page](#) of the CAPS R&C site. This format will continue for the 2017 Guidelines. What this means is that the documents and links on the Resources page contain the current and most up-to-date information. The documents and links on the 2017 Guidelines page (when published) will mirror the information on the Resources page. The documents and links on the [2016 Guidelines page](#) will contain the information in effect for 2016. Once the 2017 Guidelines are published, information on the 2016 Guidelines page may not be the most current information, but will reflect and archive what was current for 2016. This reprogramming of the CAPS R&C

Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



site by Purdue will facilitate and greatly enhance the process of updating the Guidelines each year while preserving information pertaining to previous years. So, for 2017, the 2016 documents that do not need to be updated will roll forward, and we will not have to manually upload a new document every year. To avoid confusion, we will either modify the name of the Resources page, possibly to Current Resources, or add a note to the page stating that this page contains the most current information.

For NCC review of the 2017 Guidelines, the documents are already posted on the Resources page. The NCC will need to review the documents on the Resources page and confirm that they are good as is or suggest edits and updates if necessary. The CPHST CAPS core team will take care of updating the pest list documents. The 2017 Guidelines are scheduled to be published on Earth Day, Friday, April 22. Please complete your review well before then.

Data Management. A question was raised about data guidance. Data management guidance for 2017 will reference only NAPIS. Language in the cooperative agreement will reference 'a PPQ-approved' database. This allows some flexibility as in the case with honey bee data this year where the program switched from IPHIS data entry to NAPIS in mid-season. All CAPS and Farm Bill Goal 1 National Priority survey data is to be entered into NAPIS as in previous years.

Work and Financial Plans. At the NCC meeting in Phoenix we talked about combining survey work plans. Currently the guidance makes available the option to combine two or more individual survey work plans into one agreement; the agreement will contain discreet survey work plans. Infrastructure is a separate agreement. The new proposal is to meld two or more work plans into a single work plan. Brian is working with a sub-group to provide an example of what that may look like. Once this new template is developed we will share with the NCC for comment. Surveys, target pests, and funding for each discreet survey still will need to be broken out for entry into the Survey Summary Form. This is necessary for CAPS program reporting purposes.

A question was raised at the NCC meeting in Phoenix as to whether or not combining surveys should be mandatory. The answers received ranged from strongly yes to strongly no. States have different financial, tracking, and internal reporting requirements, not to mention audit requirements, so the flexibility in how work and financial plans and agreements are structured needs to be offered.

OPEP Pest List

The new prioritized pest list, named the Objective Prioritization of Exotic Pests (OPEP) is set to be rolled out with the 2017 Guidelines. The AHP process no longer will be used to create a prioritized pest list. The model and list were presented by Alison at the NCC meeting in Phoenix. With the new OPEP list comes detailed summaries of each pest on the list. The NCC discussed how these summary pages would be offered, presented, and made available. As there may be some sensitivities involved with the content, a cautious approach was suggested. Lisa



will distribute some example for the NCC to review, and we will discuss at a later date. A rollout plan that consists of a webinar for the CAPS community also is being considered.

National CAPS meeting

It is still unclear as to whether a National CAPS Meeting will be approved for this year. There are issues with politics (election year) and budget. John is attempting to get some clarity of where management stands on these issues. Regardless, we will need to significantly change the approach and agenda for the meeting.

The CAPS program has planned and delivered two very successful national meetings; 2008 in Phoenix and 2010 in Kansas City. In attempting to plan for the next national meeting, and the issues involved, perhaps we were trying to push content into the familiar format instead of letting content direct how the content is addressed. With this in mind, we need to re-address and reconsider our approach to delivering the content and inviting participation by the CAPS community. Basically, what content would be appropriate for a national meeting and what content can be discussed by other means or in other venues?

With this in mind and to start the re-evaluation process, the NCC was asked to discuss with their constituency the challenges in the CAPS program, the opportunities that may present themselves or be available now, and different or alternative approaches. John will send a meeting invite to the NCC for a call in three weeks on March 24 to begin the discussions and learn what the CAPS community is thinking along these lines. Several suggestions were made, and these will be reported out after further discussions.

The first goal in this process will be to synthesize the comments and suggestions from the CAPS community and develop a couple of possible approaches to the meeting. The CAPS team will then discuss these approaches with PPQ management, and through continuing discussions if necessary, arrive at a consensus for the format and content of a national meeting. Only then will we start to work on the details of an agenda and the other documents needed for official approval. We are not going forward until we have the support of management to push for approval. Depending on how long this process takes, and budgeting concerns, we may push the meeting back to sometime in 2017.

2016 Farm Bill

The 2016 Farm Bill Spending Plan has been announced and posted on the [Farm Bill page](#) of the APHIS website. The Farm Bill Team is contacting ADODRs for the various surveys and projects who are reaching out to cooperators. Work plan templates are on the [Farm Bill page](#) of the CAPS R&C site. As with CAPS, the [Farm Bill Survey Summary Form](#) is required for all Goal 1 Survey at the time work plans are submitted. There is a Field Operation call next week that will include more information. Work plan deadlines will be announced soon, and likely will mirror last year's deadline of July 1. This is to insure that all agreements can be completed in a



timely manner. However, the sooner the work plan can be submitted, the better shape everyone will be in.

Survey Supplies

The Survey Supply Ordering System in IPHIS is open until April 20, 2016. During this time you may submit orders for:

- CAPS
- PPQ Supported Programs
- [Approved projects for FY16 Farm Bill – Goal 1 Survey](#)

The Survey Supply Ordering System will open again in the Fall of 2016 to support survey programs. Instructions for placing an order can be found on the [CAPS Collaboration Site](#). Refer to an email from John Crowe dated March 3.

CAPS Brochure (from an email to the NCC)

One of the topics that keep popping up every so often is the availability of the CAPS brochure. Currently it is out-of-date, out-of-print, and unavailable (no inventory). It only exists as a 2005 .pdf file. We now have the opportunity to update it and have it live again. The current version mainly covers “who we are/what we do.”

What we need to add are some statements that speak more directly to the reader about:

- How CAPS helps them,
- Services they can make use of, and
- What we want them to do with the information given.

What can we add and what can be deleted.

Also think of appropriate pictures/graphics.

Think in broad terms that would make sense and compliment your outreach efforts. What message do we want to leave with the target of your outreach? Is this a CAPS brochure, or does it become an all-inclusive Pest Surveillance brochure? Get your constituency involved; this is a community-wide effort to benefit the whole community. Volunteers are needed to help with this effort.

NCC SharePoint

A joint PPQ – National Plant Board SharePoint site was developed called PartnerNet. The NCC will have a page on this site. The advantage to this will be to allow both PPQ and State folks to collaborate on documents of joint interest. We can jointly edit and comment on a document before it is posted on the CAPS R&C site. Unfortunately, the site does not appear to be working as well as expected, and there are access issues. Until these issues are corrected, John will not post any more documents on the site, and instead, we will go back to our old way of reviewing documents on the CAPS R&C site. Other pages on this site have been troublesome as well. Terry mentioned trouble with the Gypsy Moth page as well.



Plant Board Meetings for 2016

See the [National Plant Board Meeting](#) page.

The next NCC call will be held on Thursday, March 24, 2016, at 1:00 pm eastern time.

This call will be to discuss Program challenges, opportunities, and alternative approaches for development of an approach to a National CAPS Meeting.

The next regularly-scheduled NCC call will be held on Friday, April 8, 2016 at 1:00 pm eastern time.

The date is one day later than normal due to the Eastern Plant Board meeting.

Please forward to your NCC representative any agenda topics for discussion at the Annual NCC Meeting or for the next NCC call.

CAPS Recognition email of 1/25/16

All,

The National Cooperative Agricultural Pest (CAPS) Program wishes to recognize outstanding activities and achievements by members of the CAPS community, including State Survey Coordinators, Pest Survey Specialists, State Plant Regulatory Officials, and State Plant Health Directors. To that end, I would like to announce the open period for nominations for CAPS Recognition. Individuals or groups (which may include additional cooperators) can be nominated for work done in support of Pest Detection activities accomplished in calendar year 2015.

The [CAPS Recognition Policy Statement](#) can be found on the [Resources](#) page of the [CAPS Resource & Collaboration](#) website. The nomination should include the Nomination Form and a 1-2 page narrative describing the activities and why the nominee is deserving of recognition. Nominations can be submitted by anyone in the CAPS community. The [CAPS Recognition Nomination Form](#) also can be found on the Resources page of the CAPS Resource & Collaboration site

All nominations should be sent to John Bowers and Brian Kopper by COB March 25, 2016. The National CAPS Committee (NCC) will review the nominations, and at most three nominees will be selected for CAPS Recognition. The awardees will be announced no later than May 6, 2016. The award will consist of public recognition at a venue to be determined, a certificate, and a Pest Detection silver coin.



If anyone has any question, please contact John or Brian. Please seriously consider taking the time to nominate a deserving individual or group that significantly contributes to the success of the Pest Detection and CAPS program.

NCC: Please forward and distribute this message to your constituency and/or management. Brian and Rick: Please forward to your management.

John H. Bowers, Ph.D.
National Survey Coordinator
National Policy Manager -
Cooperative Agricultural Pest Survey
USDA, APHIS, PPQ, PHP
4700 River Road, Unit 26
Riverdale, MD 20737

voice: 301-851-2087
cell: 202-731-3325
fax: 301-734-8724

john.bowers@aphis.usda.gov