Wednesday, January 29, 2020 (8:00 am – 5:00 pm)

- Welcome and Introductions

- Host Welcome and Overview

- Meeting Overview
  - Why we are here and what we need to talk about

- NCC Bylaws review
  - Representation and Terms
  - Roles and Responsibilities

- 2019 NCC Meeting review
  - Action Items – (Review document on CAPS R&C before the meeting)

- Pest Detection Program Review

- CAPS Performance in 2019; Plans for 2020
  - Performance Measures, Metrics, and Funding
  - Key Performance Indicators

- Budget and Funding
  - CAPS and PPA 7721 Goal 1 Survey

- 2020 Pest Surveillance Guidelines
  - Review of the Current Guidelines
    - What files to list with Guidelines, what to keep on Resources?
      - Were the posted files for 2019 sufficient?
  - New Additions and Possible Changes
  - Work Plans
    - Survey Naming Conventions
    - Contractual in Financial Plan
    - Encourage use of Combined Work Plans
    - Combined Work Plan / Separate in SSF
    - Review of 2020

- - Bundled Pests
    - Accountability Report
  - o Template – Online version for 2021
  - o Timing/Deadlines
- Funding
  - o Infrastructure
    - Indirect rates, are they negotiable?
    - Travel, meetings –attendance at RPBs
    - Electronic data collection
- Data Management – Need to revisit and emphasize
  - o Roles and Responsibilities

➢ Pollinator Bycatch / FWS Consultation

➢ Survey Supplies
- Trap & Lure Orders
- New products this year
- Issues, Concerns, Suggestions?

➢ State CAPS Committee Meetings
- Facilitation Training for SSCs and PSSs
- Other information or needs wanted?

➢ PPA 7721
- FY20 Update Going into FY21
  - o Communication
  - o Emergency Programs – Goal?
- FY20 Goal 1 Survey Work Plans
  - o Due Date: 2 months after spending plan announcement
  - o SSF and Data Entry Guidance
    - Non-Traditional Cooperators
    - Process for Non-Traditional Cooperators conducting PPA Goal 1 Surveys to fill out the Survey Summary Form
- Excel Template
  - o Template is mandatory
  - o Prioritize Surveys
  - o Identification support and costs
- From a Suggestion Review Perspective
  - o Submitting suggestions to Goal 1 Survey
    - Best Practices

- Comments back to ADODRs – Feedback Process
- Data Entry Requirements
- Discuss Specific Surveys (that may have larger issues)

➢ CAPS and PPA 7721 Goal 1 Survey
- Discuss Concerns/Issues

➢ Cooperative Agreements
- Any Issues, Concerns, Suggestions

➢ Identification/Diagnostic Issues
- Preliminary Identification Coordinator
- Taxonomic Assistance – current status
- SSF – Discuss format moving forward
- Plant Pathogen Diagnostics
- National Identification Services (NIS)
  - Identification Support
  - Procedure for Submissions for Official Confirmation
  - Results Communication

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➢ S&T CAPS Support
- CAPS Science Support Team update
- Objective Prioritization of Exotic Pests (OPEP)
  - Mollusk Impact Model
  - Likelihood of Introduction Model
  - OPEP Summaries – PestLens
  - Quarterly Reports / Updates on NCC calls
  - OPEP Impact Assessment Results Excel file – is this used in survey planning?
- Priority Pest List update
  - Summary of changes for 2021
  - What to expect for 2022
- Commodity/Taxon Surveys and Manuals
  - Apple/Pear Manual
  - Tropical Pest Manual
- Survey and pest-specific information
  - Rethinking Commodity/Taxonomic Manuals

- o Updated AMPS page
- o Survey Builder Tool
- o Take-aways from focus group meeting
- Approved Methods for Pest Surveillance update
  - o Plant Pathogen Support
- Research/Method Development

- Data
  - PPQ Direction
  - NAPIS Data Fields
    - o Cleaning up data fields and definitions
    - o Updating ISPM 8: Determination of Pest Status
      - Add fields to qualify pest status?
    - o NPB Resolution – Notification information

- Purdue Update
  - Online Work Plans
  - NAPIS Data / SSC Entry
  - Survey Planning Page
  - SMS availability (to receive text messages)
  - Two-factor authentication

- USDA Executive Dashboard

- Regional Plant Board Meetings
  - Feedback
  - Plans for this year
  - PSS / SSC attendance, travel, budget for in work plans

- CAPS Webinar Series
  - Guidelines – early May
    - o Work plans, expectations
    - o Pest list, survey method changes
  - OPEP / PestLens – March 2020
    - o Impact Assessment Summaries

- CAPS Recognition 2020

- Additional Topics and Discussion

➢ Review of Action Items and Responsibility

➢ Summary, Closing and Last Thoughts

➢ Tour of Terminal 5, O'Hare International Airport
  • CBP baggage inspection with working dogs

If Time Permits

➢ Key Performance Indicators – how can we show success?
  • How do you measure success of the CAPS Program?
  • How should PPQ measure success of the CAPS Program?
  • If you had to justify the CAPS program, what performance indicators would you use?

➢ Survey Summary Form
  • How could we revise the fields to capture more meaningful details on the work that is done?
  • How can we ease the confusion with Site and Location?
  • What information could be drawn for performance indicators/metrics?