Below is a summary of the action items recorded in 2020’s NCC Meeting held in Chicago. Please review for the NCC Meeting in 2021. We will take some time to discuss the outcomes and determine if we need to expand on any of the completed items. Please think about actions you’re able to complete over the next year to move CAPS forward.

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| 2020 NCC Action Items |
| Action Item | Status | Description of Action Item | Outcomes |
| 5 | Completed | The PDMT will work with the PPA Team to determine if PPA Goal 1 Survey funding for National Priority Surveys (as defined in the Implementation Plan) can be assured on an annual basis, and to investigate how to couple with Pest Detection funding for Survey agreements. (Expands on Action Item 1) | Implementation plan updated, and available changes were made. Pre-Approved funding is not an option from PPA.  |
| 6 | Completed | The PDMT will look into the process of developing indirect rates and share with the NCC for their knowledge. | Indirect Cost Rate process. From Carry. |
| 7 | Completed | The PDMT will establish a hard deadline for submission of work and financial plans for FY21, determine the cost of non-compliance, and publish the information with the 2021 Guidelines. | Deadlines communicated in various formats including NCC call and guidelines.  |
| 10 | Completed | For the CAPS community, all 2019 data will need to be entered into NAPIS before 2021 work plans will be reviewed. 2019 Accomplishment Reports should mirror the information in the 2019 Survey Summary Form at the time the Accomplishment Report is submitted. | Deadlines communicated in various formats including NCC call and guidelines.  |
| 11 | Completed | CAPSIS will send out an automated email to the SPRO, SSC, PSS and SPHD from the Accountability Report if all the required data has not been entered into NAPIS. | This was completed and emails are being sent out.  |
| 12 | Completed | Discuss with the NCC proposed changes in the CAPS R&C website to alleviate confusion in finding information. | CAPS R&C website is continuously updated and suggestions are regularly received.  |
| 13 | Completed | The PDMT will distribute guidance for surveys in areas where Bombus affinis, Rusty patch bumblebee, and B. franklini, Franklin's bumblebee, are known to occur. | Guidance developed and submitted. Further guidance will be updated with annual guidelines.  |
| 15 | Completed | Chris will let Lisa and Paul know how to modify the screens and the resulting dimensions so that changes in the production of the screens can be made. | Will continue to pursue changes as warranted. |
| 16 | Completed | The Survey Summary Form will be revised. | Revisions to the SSF and other CAPS Websites is continuous.  |
| 18 | Completed | Cynthia Landry will organize and present a webinar on the OPEP model in the spring of 2020. | Webinar was completed.  |
| 19 | Completed | Place a link to the Impact Assessment Summary reports of the CAPS R&C website. | Heather will develop/organize page content and JC will work with CAPSIS to publish under About Page.  |
| 20 | Completed | In an effort to increase pest submissions from the field, S&T will send out quarterly calls for pest submissions. | Throughout the year regular requests on the NCC are completed. Perhaps a new initiative to have a call can happen after the quarterly review of the CFWG as agreed to with OPEP or another format deemed by NCC. Heather will follow up with Cinthia.  |
| 21 | Completed | Heather will organize a conference call with representatives from tropical states to discuss their pest concerns and prioritization processes. | Tropical pest can be submitted, and we can consider additional consideration if issues are identified with rankings. Unique growth patterns and treatments can be reviewed.  |
| 22 | Completed | The NCC members are to ask States that have hemp industry to please ask people in the industry what hemp pest are of concern, and relay that information to S&T CAPS Support. | Hemp pests can be considered like all other and no Hemp pests have ranked out in the impact assessment. ARS was contacted for possible pests no additional pests have been identified to date.  |
| 24 | Completed | Heather will ask those that are already doing soybean surveys if they would be interest in surveying for Bud borer with new method. |   |
| 25 | Completed | The PDMT, NCC, and CERIS should review the data entry fields in NAPIS and compare with those presented in the updated ISPM 8, and determine if changes are necessary, or if the current data fields are sufficient. | Data needs will align with KPI and records needs as developed. All data fields can be aligned with some modification to meet ISPM 8 standard. |
| 1 | In Process | The ongoing evaluation of CAPS and PPA 7721 funding needs to continue. | PPA Goal 1 Survey Implementation plan will continue to be updated and  |
| 2 | In Process | The NCC needs to determine a constant definition for sites and locations, and then decide if both are actually needed. The goal is to tie trapping numbers to funding. | Long term goals continue to chip away at this item.  |
| 4 | In Process | After the CAPS review, the PDMT will revisit whether we need to have both an Infrastructure and Survey agreement. At a minimum, we could keep Infrastructure at the same level, but allow people to just have one agreement. Due date: Q1 of FY2021. | This was discussed with PPA CFWG and this was not possible. |
| 8 | In Process | the PDMT will work with the SPHDs to make it a policy that when the SPHD uploads the signed work plans to SharePoint, that they send an email to Lisa, and that they also carbon copy SSC, SPRO, and PSS. | Discussion with SPHD's happen though wide acceptance is lacking. Can |
| 9 | In Process | As the online work plan is developed (discussed below), Lisa will send a proposed mockup for travel that will appear in the online work plan. The NCC needs to discuss the criteria for the cap on travel costs and write up clearer guidance for the 2021 Guidelines. Due: April 1. | Continued discussion is required. Updated guidance necessary. Proposal will be developed by Lisa and Darrell and presented to NCC. |
| 17 | In Process | The link above regarding the process for confirmatory identification will be posted on the appropriate page of the CAPS R&C website. | Preliminary ID coordinator will determine when this can be posted.  |
| 23 | In Process | The SSCs requested that S&T present the Survey Builder and new AMPS pest page design during the CAPS breakout meetings at the regional Plant Board meetings. Heather will give webinars to satisfy this request. | Scheduled for all regional PB, presented at EPB but the remaining PBs were cancelled due to COVID. Is this still needed? |
| 3 | In Process | The NCC should investigate whether methodology exists or should be developed, perhaps state-by-state, to answer the question of the effectiveness of trapping strategies given commodities and funding available for survey. | Long term goals continue to chip away at this item.  |
| 14 | No Progress | Heather and Lisa will work with Paul to add Mylar bags to the SSPP inventory. | Not a major issue and not pursuing at this time per SSPP. |