



NCC Meeting, Raleigh, NC - January 21-22, 2009

Minutes

Participants

John Bowers	Jeff Knight
Matt Royer	Vicki Smith
Brian Kopper	Bob Dahl
Kristian Rondeau	Adam Silagyi
Dan Fieselmann	Erin Stiers
Jason Watkins	Kennoth Carnes
Gene Cross	Kathy Handy
Dan Hilburn	

The National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC) met Wednesday and Thursday, January 21-22, 2009, in Raleigh, NC. The purpose of the meeting was to begin to put into action comments, suggestions, and recommendations from the CAPS Conference, and to discuss the direction of the 2010 Survey Guidelines.

NCC Bylaws

Several changes to the NCC Bylaws were presented to the NCC. These included clarifying roles and responsibilities of NCC members, the process of selecting new members, the maximum time a member serves, and the filling of a member's seat should they not be able to complete their term. The changes to selecting new members came from a recommendation by the State Survey Coordinators (SSC) and Pest Survey Specialists (PSS) at the CAPS Conference. These groups expressed an interest in having more of a say in the selection of who will represent them on the NCC. The recommended changes to the NCC Bylaws were accepted by consensus.

Action Item: John Bowers will make the suggested changes to the NCC Bylaws, and the revised version will be posted on the CAPS website.

CAPS Mission Statement

The CAPS mission statement was briefly discussed. There was a general consensus that the statement needed to be clearer and the terminology more consistent with our goals and message. There was some discussion as to whether we should tackle this now, or wait to see what direction the new administration will take with regard to pest detection. **It was decided** that the PPQ Executive Team (ET) and others should be consulted to determine if there are any political implications that we should be aware of or other initiatives or direction that may be coming down from USDA or APHIS management that may affect our mission.

Action Item: John Bowers and Matt Royer will begin discussions with the PPQ ET and Jane Berkow to discuss possible changes in the mission statement, and report back to the NCC.

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2010 CAPS Survey Guidelines

The wording of the description of the Infrastructure component was discussed to clarify state funding issues. The issue was that some states did not need all of the designated funds for Infrastructure, but were hesitant to request less as that may reduce their overall funding level. **It was decided** that if a State needs less dollars for Infrastructure, then that State could put those dollars into survey as long as the State does not go over the total funding level designated for that State.

Action Item: John Bowers will make the suggested changes to the 2010 Guidelines.

The NCC re-affirmed that Infrastructure is not to include any survey plans. Comments were received that the work plan template for Infrastructure contained questions that are of a survey nature.

Action Item: Brian Kopper and Kristian Rondeau will review the Infrastructure template and delete items that are not applicable for Infrastructure.

Recent inquiries from Congress concerning the States contribution to Pest Detection efforts have been received. At present, some States report this, others do not. **It was decided** that although this is will not be a requirement, States will be strongly encouraged to provide information on the State's contribution to the survey efforts on the work plan budget sheet. This can be a best estimate if real numbers are not available.

Action Item: John Bowers will make the suggested changes to the 2010 Guidelines.

Due to recent budget constraints this year, work plans in many States had to be revised. The question arises as why have the work plans due before the budget situation is resolved if they will need to be revised. The time lines are set to allow for review and process. However, the States need to know that the initially submitted work plan often is not the final document on which the cooperative agreement is based. **It was decided** that language needs to be inserted in the Guidelines that state that States have the opportunity to amend work plans if the need arises or the situation warrants it. Open lines of communication between the States and the Regional Survey Coordinators are important to facilitate this somewhat cumbersome process. The NCC recognizes this dilemma, and will work to resolve this issue and the burden it places on both PPQ and the States.

Action Item: John Bowers will make the suggested changes to the 2010 Guidelines.

The NCC agreed on the following times lines for the 2010 Guidelines. The target date for publication and availability of the Guidelines will be April 1, 2009. Work plans will be due to the PPQ Regional offices August 15, 2009.

Action Item: John Bowers will make the suggested changes to the 2010 Guidelines.

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Comments were received that the States had a hard time tracking the 2009 Guidelines because they (i.e., the appendices) were release over time as they became available. Additionally, NCC members requested if the pest list(s) for the 2010 Guidelines is available before April 1, then that should be released as soon as possible. **It was decided** that the NCC will strive to release the 2010 Guidelines as one complete package, and the pest list(s) sooner if available.

Action Item: The complete 2010 Survey Guidelines to be published April 1, 2009.

The commodity-based survey documents for both corn and potato are still in development, and there is a question as to whether they will be available for survey in 2010. If so, the pest lists for these commodities will be incorporated into the 2010 Guidelines.

Action Item: Dan Fieselmann will determine the status of these two commodity-based surveys, and John Bowers will make the changes to the 2010 Guidelines and pest list(s) if necessary.

The NCC discussed several items relevant to the J-1, J-2, and J-3 appendices (Infrastructure and Survey templates, and spreadsheets to list surveys and pest targets), and suggested some revisions, such as locking down the formulas in the spreadsheets so that they cannot be deleted by the users.

Action Item: Kristian Rondeau will make the suggested revisions to the spreadsheets.

The NCC spent a good amount of time discussing commodity-based, commodity-like, and bundled surveys based on comments from the CAPS Conference. The direction of these surveys should be consistent with our core mission, thus the need to review the mission statement; do we support early detection, exports and domestic trade, or both. The NCC suggested changing the name of 'National Surveys' to 'Priority Surveys,' recognizing that the program does not really conduct national surveys for any one pest or in any one commodity, but that the program needs to focus on national and state priorities. The NCC also discussed changing the approach to the commodity surveys to incorporate pathways from ports to field that would include risk elements. The commodity survey would be part of the pathway survey. This may be a major new aspect of the 2010 Guidelines, and the NCC needs to have a clear vision of where this will take us and what it will accomplish.

Action Item: Kristian Rondeau and Adam Silagyi will develop an initial draft consisting of language and guidelines, with survey examples, for this approach to planning and conducting surveys. The NCC will review the draft and continue discussions in this area.

CAPS Conference Follow-up

Many comments from the CAPS Conference had to do with the breakout sessions. Many felt that there was insufficient time for the discussions on the various topics to actually answer the questions posed in the white papers for the sessions. The NCC recognized the need to provide a venue to continue these discussions. **It was decided** that the NCC chair of each breakout session (except for the peer-group discussion that are ongoing) would convene a conference call with the participants in that session, and others that may be interested, to gauge the interest of the group

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in continuing the discussion. The goal will be to answer the questions posed on the white paper for that session. Additional conference calls will be scheduled as deemed necessary by the group. This should be completed in a timely fashion. The NCC chair will report recommendations and suggestions to the NCC for decisions and development of policy. Comments were received that pointed out that some of these topics have been open for years. The NCC must forge ahead and make these decisions, and communicate resulting policy to the CAPS community.

Action Items:

- Email addresses from the CAPS Conference registration database will be sent to the NCC to facilitate contacting those in the breakout sessions.
- A message will be sent out to the CAPS community via the CAPS listserv informing everyone of the pending conference calls.
- The chair of each breakout session will write a one paragraph summary of the comments captured in the Conference Notes from the breakout session to help in re-engaging the participants.
- NCC chairs will schedule and convene conference calls as necessary.
- Recommendations and suggestions from the various groups will be reported to the NCC.
- Decisions and policy will be made by the NCC based on the participants recommendations and suggestions.
- Communication to the States will be made via the NCC and CAPS listserv.

Comments were received that indicated that more than a few participants would have liked a CAPS 101 session at the CAPS Conference. There were many new folks at the Conference that would have liked some basic background information on the function and structure of the CAPS program to help them visualize where their roles fit into the program. This stimulated some thought on how best we can meet these needs without waiting for the next CAPS meeting (hopefully in December of 2010). One idea that was discussed is a series of white papers, notes, slides, posters, and/or webinars on various facets of the CAPS program that can be distributed to and posted for the CAPS community. Combined, these should give a good overview of the program, its structure, how it functions, and how different facets of the program will move into the future. **It was decided** that an initial set of narratives or white papers describing the various aspects of the CAPS program would be developed, later to be expanded to include PowerPoint presentations, FAQ's, posters, webinars, etc. However, in order to meet our collaborators needs, the NCC would like to know what information the various peer groups (SPHD, SPRO, PSS, SSC) would like to be presented, i.e., what information do/did they need about CAPS and the cooperative agreement process to effectively do their job. These answers will help in the development of the narratives.

Action Item: NCC members will pose this question to their constituency: What information about CAPS do you or did you need to know about to effectively be engaged in the program?

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Data Management

The NCC received an update on the GSA contract by Todd Schroeder via conference call. ITS Corporation (a QinetiQ North America company) was awarded the contract to develop, among others, the Plant Health Information System (PHIS) on December 31, 2008. PHIS will be developed to include a service oriented architecture that will link ISIS, PestID, EAN, GIS, etc. to pull and display data from these systems. The PPQ ET is deciding on a funding scenario for the project, and deciding on the priority of system development. The next version of ISIS will be developed by the new contractor, and will become a module in PHIS. States will be provided a role-based access via eAuthentication. Tentative time line for implementation: Development, 2009; Piloting, 2010; Full rollout, 2011. For more information on PHIS, see: http://www.aphis.usda.gov/plant_health/plant_pest_info/phish/index.shtml.

Trap and Lure database will remain Lotus Notes-based until a new system is developed as a PHIS module.

The Configuration Control Board (CCB) for PHIS should be receiving direct feedback from NCC members. John Bowers, Brian Kopper, and Kristian Rondeau are on the PHIS CCB.

Action Item: Each NCC member should poll their constituency to identify CAPS business and survey supply system needs (reports, mapping, work flow processes, access, etc.), and provide information through PHIS CCB membership.

With the eventual move from NAPIS to ISIS as a data entry vehicle, States have concerns about access and data ownership. States will require full access to their data for operational purposes.

Action Item: SPRO representatives on the NCC were asked to query their constituency to determine exactly what issues need to be addressed.

The NCC discussed several aspects of the move from NAPIS to ISIS for data entry. **It was decided** that planning should start now, even though implementation may be several years away. Standardized data entry templates for CAPS surveys in ISIS should be developed.

Action Item: Kristian Rondeau and Erin Stiers will work with the ISIS team in Ft. Collins to develop a standard ISIS template design for a commodity-based survey, the commodity to be determined. Volunteer States will be recruited to pilot data entry for the commodity survey.

The PSS community questioned whether or not they can share PPQ data, e.g., EAN data, and to what degree with the States as there is no clear guidance on the matter.

Action Item: Kathy Handy will talk about data sharing issues with Robert English, and attempt to seek clarification that can be used as guidance for the PSSs in their contact with State counterparts.

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A commodity-based approach for data entry is being developed for NAPIS. This will include check boxes for targets, and have validations for survey methods and lures used. Testers will be solicited for this new data entry process. It was noted that flexibility should be built in to allow for entry of errant positives that should be reported.

Action Item: Kathy Handy will work with NAPIS personnel and potential testers to develop the commodity data entry form(s). A communication will be delivered via the CAPS listserve when the new data entry option becomes operational.

NAPIS has been developing a data entry monitoring tool for Pest Detection surveys as an aid to accountability. This tool matches data entry into NAPIS with target pests in the submitted work plans.

Action Item: The data entry monitoring tool will be made available to the States mid-summer of 2009.

Discussions are underway with NAPIS personnel to re-develop the Pest Tracker site. The goal is to have the Pest Tracker site be the public site for exotic pest information. The site will use multiple approaches to gather and display value-added content to the public, as well as being a portal to report pest detections by the public. Pest Tracker site will offer drill down capabilities from state to county level to access the appropriate contact information for the general public to be able to know exactly where to report pest finds.

Action Items:

- NCC members will solicit constituents to identify value added content that is outreach-focused and could be made available on the Pest Tracker site: links, pictures, maps, videos, research related material, etc.
- SPRO representatives will inquire of their constituency preferences in each State on how citizen pest detections should be reported within their State. Results to be posted on the Pest Tracker site to aid the public in reporting a pest.

Consensus data in NAPIS is still causing some issues in some States. Protocols for entering consensus records can be found on the NAPIS site. **It was decided** that if a State wishes to remove the consensus label based on sufficient survey data, the protocol for establishing a consensus designation would apply to removing the consensus designation.

Action Item: A white paper will be developed and made available to the States regarding consensus data.

States are entering a wide variety of pests into NAPIS. Standards and rules need to be established. This issue is at the heart of defining our core mission. Suggestions and recommendations from the CAPS Conference breakout session 'Appropriate Data to Collect and Record' will be used as the initial stepping stone to get a handle on this issue.

The question was raised, and the NCC agreed, that a statistical workshop focused on surveys and planning for surveys was needed. With travel being an issue for both PPQ and State personnel,

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alternative methods of delivering relevant content with the availability of interaction was discussed, such as webinars, video conferences, etc. CPHST and the Professional Development Center (PDC) may be able to play a role in development and/or delivery.

Action Item: Investigate the possibility of developing and delivering a statistical survey course or workshop to be made available to PPQ and the States.

A presentation was made to the NCC of the next version of NAPPFAST, called NAPPFAST-OBS. The new version would focus on mapping risk points based on trade association data, ports, commercial truck traffic, freight analysis, and other transportation and urban city factors. To learn more about the pathway tools being developed, go to:

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