



## National CAPS Committee Action Items

Status as of February 5, 2009

Action Item	Ownership	Status
<b>NCC Bylaws</b>		
Add suggested changes to the NCC Bylaws	John Bowers	Done; changes made
Post revised version of the Bylaws on the CAPS website	John Bowers	Done; posted to CAPS site
<b>CAPS Mission Statement</b>		
Begin discussions with the PPQ ET and Jane Berkow about possible changes in the mission statement, and report back to the NCC	John Bowers Matt Royer	Not yet started
<b>2010 Survey Guidelines</b>		
Review and amend the Infrastructure and Survey Work Plan templates, and make other suggested revisions to the J-1, J-2, and J-3 appendices	Brian Kopper Kristian Rondeau	In progress; drafts circulated to NCC for review and comment
Amend to Guidelines to clarify 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	John Bowers	Not yet started
Amend the Guidelines to include language that States will be strongly encouraged to provide information on the State's contribution to the survey efforts on the work plan budget sheet, but that this will not be a requirement	John Bowers	Not yet started
Amend to Guidelines to clarify that States have the opportunity to <u>amend</u> work plans if the need arises or the situation warrants it	John Bowers	Not yet started
Amend to Guidelines to include that the target date for publication and availability of the complete Guidelines will be April 1, 2009, and Work Plans will be due to the PPQ Regional offices August 15, 2009.	John Bowers	Not yet started

**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.**



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Determine the status of the Corn and Potato commodity-based surveys in development	Dan Fieselmann	Done; not ready, neither will be included in 2010 Guidelines
Develop an initial draft consisting of language and guidelines, with survey examples, for a pathway approach to planning and conducting surveys	Kristian Rondeau Adam Silagyi	In progress; developing draft for NCC review and comment
<b>CAPS Conference Follow-up</b>		
The NCC chair of each breakout session from the CAPS Conference will convene a conference call with the participants in that session, and others that may be interested, to gauge the interest of the group in continuing the discussion, with the goal of answering the questions posed on the white paper for that session		<i><b>Reports Due COB Friday, February 27, 2009</b></i>
* What Will a Commodity-like survey Look Like in the Future - Eastern	Vicki Smith	In progress; call scheduled
* What Will a Commodity-like survey Look Like in the Future - Southern	Benny Graves	In progress; call scheduled
* What Will a Commodity-like survey Look Like in the Future - Central	Bob Dahl	Not started yet
* What Will a Commodity-like survey Look Like in the Future - Western	Dan Hilburn	Not started yet
* Analytical Tools to Conduct CAPS Business	Kristian Rondeau	In progress; calls scheduled
* Survey Methodology and Guidelines - What is the Reality?	Dan Fieselmann	Not started yet
* Appropriate Data to Collect and Record	Brian Kopper	In progress; call scheduled
* Risk-based vs. Commodity-like Surveys	Adam Silagyi	On hold until initial draft of pathway approach for survey is completed (see above); will be used as a base for discussion



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An initial set of narratives or white papers describing the various aspects of the CAPS program (i.e., CAPS 101) will be developed, later to be expanded to include PowerPoint presentations, FAQ's, posters, webinars, etc.	NCC	On hold waiting for direction from those in the States (see below)
Pose this question to the NCC constituency: What information about CAPS do you or did you need to know to effectively be engaged in the CAPS program?	NCC	NCC directed to query their constituency
<b>Data Management - PHIS, ISIS</b>		
Each NCC member to ask their constituency to identify CAPS business IT needs (e.g., work plan submission, reports, mapping, work flow processes, access, etc.), and provide information to the NCC regarding the development of the business requirements in PHIS related to the CAPS program	NCC	NCC directed to query their constituency
Each Regional Plant Board member on the NCC to ask their constituency to determine exactly what access and data ownership issues need to be addressed with the move from NAPIS to ISIS	SPROs	SPROs directed to query their constituency
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	Erin Stiers Kristian Rondeau	In progress; several important issues need to be resolved to develop a NAPIS-compliant template
Data sharing issues to be discussed with Robert English and others, and attempt to seek clarification that can be used as guidance for the PSSs in their contact with State counterparts	Kathy Handy	In progress
<b>Data Management - NAPIS, Pest Tracker</b>		
Develop the commodity data entry form(s) with CERIS personnel	Kathy Handy	In progress



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The Data Entry Monitoring Tool (DEMTool?) that matches data entry into NAPIS with target pests in submitted work plans will be made available to the States mid-summer of 2009	John Bowers Kathy Handy	In progress; 2008 data is being evaluated
A white paper will be developed and made available to the States regarding consensus data in NAPIS	John Bowers Kathy Handy	In progress; review of consensus protocol in NAPIS
Standards and rules to be established for data entry into NAPIS on a variety of issues, e.g., valid negative data for survey methods, genus level data, etc.	NCC	On hold; suggestions and recommendations from the CAPS Conference breakout session 'Appropriate Data to Collect and Record' will be used as the initial stepping stone for NCC discussion
Each NCC member to ask their 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.	NCC	NCC directed to query their constituency
Each Regional Plant Board member on the NCC to ask their constituency preferences in each State on how citizen pest detections should be reported within their State with the results to be posted on the Pest Tracker site to aid the public in reporting a pest	SPROs	SPROs directed to query their constituency
<b>Other</b>		
Investigate the possibility of developing and delivering a statistical survey course or workshop to be made available to PPQ and the States via webinars, video conferences, etc.	John Bowers	Not started yet