**Purpose:**

The purpose of this 3-day meeting is to bring together National CAPS Committee members to share key pieces of information and make program decisions, including revisiting what makes a priority pest and strategies to maintain the priority pest list.

**Desired Outcomes:**

Share Relevant Information:

* Updates on New NCC Member Rotations
* Updates on CAPS Program
* Review FY21 Mission Updates
* CAPSIS Update
* PPA CFWG Updates
* Preliminary ID & FY22 CFWG Plans
* 2021 NCC Personal Goals
* CAPS Mission Statement Update
* Distribution Maps
* 60% Priority Pests
* NCC Member Rotations
* CAPSIS
* S&T Updates
* SAFARIS Updates

Program Decisions:

* How can we better manage the National Priority Pest List
	+ Discussion of historical information on the issue
	+ Review how pests go on and off the National Priority Pest List
* Online Work Plan Interface

**Participants**

|  |  |
| --- | --- |
| **Attendee** | **Organization**  |
| John Crowe | PPQ National Policy Manager – Pest Detection |
| Darrell Bays | PPQ National Operations Manager – Pest Detection |
| Lisa Jackson | PPQ National Operations Manager – Pest Detection |
| Michelle (Shelley) Gray | PPQ Science & Technology CAPS Support |
| Feridoon Mehdizadegan (Day 2) | PPQ PPA 7721 Representative |
| Eric Ewing | PPQ SPHD Representative – WV |
| Alana Wild | PPQ SPHD Representative – NV&UT |
| Kimberly Rice | Eastern Plant Board SPRO Representative - MD |
| Tina Peltier | Southern Plant Board SPRO Representative - LA |
| Megan Abraham | Central Plant Board SPRO Representative - IN |
| Helmuth Rogg | Western Plant Board SPRO Representative - HI |
| Avi Eitam | PPQ PSS Representative – OH |
| Greg Aydelotte | PPQ PSS Representative - TN |
| Cindy Kwolek | Eastern Plant Board SSC Representative - RI |
| Brad Danner | Southern Plant Board SSC Representative - FL |
| Sarah Phipps | Central Plant Board SSC Representative - MO |
| Darcy Oishi | Western Plant Board SSC Representative - HI |
| Dan Mackesy | PPQ S&T – CAPS Support Co-Lead |
| Amber Tripodi | PPQ S&T – Risk Analyst |
| James Kruse | CAPSIS Team - CERIS Director |
| Michael Hill | CAPSIS Team - Interim Project Coordinator |
| Van Pichler (Day 2) | PPQ – National Policy Advisor |
| Yu Takeuchi (Day 3) | PPQ S&T –Risk Analyst |
| Colin Funaro (Day 3) | PPQ S&T – CAPS Support Co-Lead |
| Ernie Hain (Day 3) | PPQ S&T – Quantitative Risk Analyst |
| Steve Shearer  | Facilitator, PPQ PDC |
| Adrienne Reaves | Facilitator, PPQ PDC |

**January 25, 2022**

**Day 1 MS Teams Meeting:** [Click here to join the meeting](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_N2FhNmNiNGEtYmEzZS00MjFmLWIwN2YtMTdlZTM4MGY1ODQy%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522ed5b36e7-01ee-4ebc-867e-e03cfa0d4697%2522%252c%2522Oid%2522%253a%25221d1ccc97-5807-42e2-8a63-8cec491e0b56%2522%257d&data=04%7C01%7C%7C9819482222ac43be31a608d9bb4d424f%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637746762758039909%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=5mOMgiP72FpqQfqkvBys89rvnmvL3nEALFUvZVPuiQ0%3D&reserved=0)

Option to attend via conference line (audio only) 1 (202) 650-0123; ID: 119 450 186#

**Desired Outcomes:**

* Share Updates on New NCC Member Rotations
* Share Updates on CAPS Program
* Review FY21 CAPS Mission Updates
* Share CAPSIS Update
* Begin Group Discussion on National Priority Pest List
* Share Updates on FY21 Personal Goals

|  |  |
| --- | --- |
| **Topic** | **Proposed Process** |
| 1. **Meeting Open**

|  |  |
| --- | --- |
| TIME: | 2:00 PM - 2:10 PM |
| PURPOSE: | Call to Orde |
| LEADERS: | Steve Shearer |

 | * Facilitator will call group to order and discuss:
* Meeting purpose
* Expected outcomes
* Agenda topics
 |
| 1. **Daily Icebreaker – Musical Guess Who**

|  |  |
| --- | --- |
| TIME: | 30 MIN |
| PURPOSE: | Team Building |
| LEADER: | Steve Shearer, Adrienne Reaves  |

 | Topic leader will introduce daily ice breaker activity:* Play clips of songs identified by attendees
* Ask group to match each song to a meeting attendee
 |
| 1. **New NCC Member Rotations**

|  |  |
| --- | --- |
| TIME: | 10 MIN |
| PURPOSE: | Info Sharing  |
| LEADER: | John Crowe |

 | NCC CFWG will review upcoming NCC rotations - who will be cycling off and when |
| 1. **CAPS Program and FY21 Mission Updates**

|  |  |
| --- | --- |
| TIME: | 20 MIN |
| PURPOSE: | Discussion  |
| LEADER: | John Crowe |

 | Topic Leader will:* Share high level CAPS Program Updates
* Review of FY 2021 changes to CAPS Mission
 |
| BREAK – 15 MIN |
| 1. **CAPSIS Update**

|  |  |
| --- | --- |
| TIME: | 15 MIN |
| PURPOSE: | Review/ Info Sharing  |
| LEADER: | Mike Hill  |

 | Leader will provide updates on the status of CAPSIS & planned activities for the year |
| 1. **National Priority List**

|  |  |
| --- | --- |
| TIME: | 60 MIN |
| PURPOSE: | Information Sharing  |
| LEADER: | CAPS CFWG |

 | Leader will lead the group in a discussion of the National Priority Pest List.Changes to Pest List for FY2023: Sharing how decisions are madeUpdates:Background, changes, program pests, why things were removed Information on how pests are added to the list:* [About the Priority Pest List | CAPS (purdue.edu)](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/about-priority-pest-list)
* [Development of the Priority Pest List](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/development-priority-pest-list)

Background documents for pests that came off the list: * [Guidance for Bundling Former Priority Pests](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/guidance-bundling-former-priority-pests/2021)
* [Bundling Former Priority Pests (Excel File)](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/bundling-former-priority-pests/2021)
 |
| BREAK – 15 MIN |
| 1. **NCC Updates on Personal Goals Identified During FY 2021 Meeting**

|  |  |
| --- | --- |
| TIME: | 4:45 PM – 5:25 PM |
| PURPOSE: | Info Sharing  |
| LEADER: | Steve Shearer |

 | Facilitator will Invite NCC members who attended the FY 2021 meeting to provide a brief report out on the personal goals identified during last year’s meeting. Reference: [FY21 NCC Personal Actions](https://usdagcc.sharepoint.com/%3Aw%3A/r/sites/aphis-ppq-policy/php/PD/CAPS/G4%20Drafts/National%20CAPS%20Committee%20Meetings/NCC%20Mtg%202022%20Virtual/Handouts/NCC_Personal.Actions.FY21.docx?d=we8231650a0934b91911de5f4baba44aa&csf=1&web=1&e=5zzT5j) |
| 1. **Day 1 Close**

|  |  |
| --- | --- |
| TIME: | 5:25 PM – 5:30 PM |
| PURPOSE: | Meeting Close  |
| LEADER: | Steve Shearer |

 | Topic leader will:• Review what was completed during the day• Preview what is planned for day 3• Close meeting |

**January 26, 2022**

**Day 2 MS Teams Meeting:** [Click here to join the meeting](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_NDEwODg5NWMtYjk2NC00ZjFiLWE1NTktZmM4NzM4NTFlZjVm%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522ed5b36e7-01ee-4ebc-867e-e03cfa0d4697%2522%252c%2522Oid%2522%253a%25221d1ccc97-5807-42e2-8a63-8cec491e0b56%2522%257d&data=04%7C01%7C%7C2012f33e373849987c0508d9bb4d3cc2%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637746762664838451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=f2eUohQtoT56RVxnIWgdVEy1rGmiodtCkcWrb6E561E%3D&reserved=0" \t "_blank)

Option to attend via conference line (audio only) 1 (202) 650-0123; ID: 324 061 877#

**Desired Outcomes:**

* Share Updates from PPA CFWG (Van Pichler)
* Share Preliminary ID Updates
* Discuss 60% Priority Pests
* Online Work Plan Interface Updates and Discussion

|  |  |
| --- | --- |
| **Topic** | **Proposed Process** |
| 1. **Welcome**

|  |  |
| --- | --- |
| TIME: | 10 MIN |
| PURPOSE: | Call to Order |
| LEADERS: | Steve Shearer |

 | * Group leaders will call group to order and discuss:
* Outcomes from day 1
* Agenda topics for day 2
 |
| 1. **Daily Icebreaker – General Trivia**

|  |  |
| --- | --- |
| TIME: | 10 MIN |
| PURPOSE: | Call to Order |
| LEADER: | Steve Shearer |

 | * + Topic leader will introduce daily ice breaker activity:
* Participants will have 3 minutes to locate Item
* Round Robin to share short story and Item
 |
| 1. **PPA Update**

|  |  |
| --- | --- |
| TIME: | 10 MIN |
| PURPOSE: | Information Sharing |
| LEADER: | Feridoon Mehdizadegan |

 | Topic leader will provide updates from PPA CFWG then address questions from group.  |
| 1. **Preliminary ID**

|  |  |
| --- | --- |
| TIME: | 10 MIN |
| PURPOSE: | Review/ Info Sharing  |
| LEADER: | Darrell Bays |

 | * + Leader will share updates pertaining to preliminary ID and CFWG plans for FY22.
 |
| 1. **60% Priority Pests**

|  |  |
| --- | --- |
| TIME: | 30 MIN |
| PURPOSE: | Discussion |
| LEADER: | Lisa Jackson, Darrell Bays |

 | Leaders will discuss transitioning from 50% to 60% priority pests in work plans with the group:* Group thoughts on the transition
* Issues or concerns from states
* Thoughts on adding pests of state concern, if it doesn’t increase the cost of the survey?
* Could we be missing out on additional “freebie” pests?

Criteria to evaluate for including more pests of state concern: * Cost of survey itself (labor, supplies)
* Cost of Prelim ID
 |
| **Break – 15 Min** |
| 1. **Online Work Plan Interface**

|  |  |
| --- | --- |
| TIME: | 75 MIN |
| PURPOSE: | Info Sharing/Discussion  |
| LEADER: | Steve Shearer, Darrell Bays, Lisa Jackson  |

 | Steve will facilitate NCC report outs on constituent feedback (30 min) **SSC -** Cindy Kwolek, Brad Danner, Sarah Phipps, Darcy Oishi**SPROs -** Kimberly Rice, Tina Peltier, Megan Abraham, Helmuth Rogg**SPHDS -** Eric Ewing, Alana Wild**PSS -** Avi Eitam, Greg AydelotteDarrell and Lisa will lead a discussion on planned next steps for the Online Workplan Interface |
| 1. **Meeting Close**

|  |  |
| --- | --- |
| TIME: | 5:00 PM |
| PURPOSE: | Meeting Close  |
| LEADER: | Steve Shearer |

 | Topic leader will:* Review what was completed during the day
* Preview what is planned for day 3
* Close meeting
 |

**January 27, 2022**

**Day 3 MS Teams Meeting:** [Click here to join the meeting](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_YTg5OWU2ZmUtZGY4OC00YTIzLTg3YjgtOTdkNjY5NjBiMWNl%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522ed5b36e7-01ee-4ebc-867e-e03cfa0d4697%2522%252c%2522Oid%2522%253a%25221d1ccc97-5807-42e2-8a63-8cec491e0b56%2522%257d&data=04%7C01%7C%7C1f4c5175835e4d6ba71308d9bb4d32ef%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637746762498159089%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=lSJWOconeRXdKV2kiPHAVcAA3VOpJlHSlhNj0g%2B0Qrs%3D&reserved=0" \t "_blank)

Option to attend via conference line (audio only) 1 (202) 650-0123; ID: 936 194 419#

**Desired Outcomes:**

* Share PPQ S&T Updates
* Demonstration of Interactive Distribution Maps
* Share SAFARIS Updates
* 60% Priority Pests
* Continue Group Discussion on National Priority Pest List

|  |  |
| --- | --- |
| **Topic** | **Proposed Process** |
| 1. **Welcome**

|  |  |
| --- | --- |
| TIME: | 2:00 PM - 2:10 PM |
| PURPOSE: | Call to Order |
| LEADERS: | Crowe, Jackson, Gray, Bays |

 | Call to OrderWill discuss:* Meeting purpose
* Outcomes
* Agenda topics
 |
| 1. **Daily Icebreaker**

|  |  |
| --- | --- |
| TIME: | 2:10 PM - 2:20 PM |
| PURPOSE: | Team Building |
| LEADER: | Steve Shearer |

 | * + Topic leader will introduce daily ice breaker activity:
* Word Association
 |
| 1. **S&T Updates**

|  |  |
| --- | --- |
| TIME: | 20 MIN |
| PURPOSE: | Review  |
| LEADER: | Shelley Gray, Dan Mackesy |

 | Leaders will provide updates from S&T* Shelley will lead a brief discussion on arthropods and pathogens shift
* Dan Mackesy will lead AMPS page discussion, CAPS webpage, AMPS change request

Reference: [PPQ S&T Laboratories](https://usdagcc.sharepoint.com/%3Ab%3A/r/sites/aphis-ppq-policy/php/PD/CAPS/G4%20Drafts/National%20CAPS%20Committee%20Meetings/NCC%20Mtg%202022%20Virtual/Handouts/PPQ%20S%26T%20Lab%20Names.pdf?csf=1&web=1&e=0yCj9h) |
| 1. **Distribution Maps**

|  |  |
| --- | --- |
| TIME: | 30 MIN |
| PURPOSE: | Review/ Info Sharing |
| LEADER: | Amber Tripodi |

 | Leader will present and demonstrate interactive maps and SAFARIS update followed by Q&A with the group. |
| **Break** **- 15 MIN** |
| 1. **National Priority Pest List**

|  |  |
| --- | --- |
| TIME: | 60 MIN |
| PURPOSE: | Discussion & Decision |
| LEADER: | John Crowe |

 | Leader will build upon National Priority Pest List discussion from Day 1.When and how do we evaluate pests on the current list? * Frequency of survey?
* Pest presence (e.g., boxtree moth)
* Program pests - annual check in (Q1 of FY?)
* Other criteria states want included in decision making
 |
| 1. **Meeting Close**

|  |  |
| --- | --- |
| TIME: | 4:45 PM – 5:00 PM |
| PURPOSE: | Meeting Close  |
| LEADER: | Steve Shearer |

 | * Review meeting accomplishments, decisions, and action items
* Closing remarks (Crowe, Jackson, Gray, Bays)
 |