

National Cooperative Agricultural Pest Survey Committee Bylaws

Purpose of the Bylaws

To establish rules of operation for the National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC).

CAPS Mission

The mission of the Cooperative Agricultural Pest Survey (CAPS) program is to provide a survey profile of exotic plant pests in the United States deemed to be of regulatory significance to the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ), State Departments of Agriculture, tribal governments, and other cooperators through early detection and surveillance activities by:

- Confirming the presence or absence of environmentally and/or economically harmful plant pests that impact agriculture or the environment, and that have potential to be of phytosanitary significance; and
- Establishing and maintaining a comprehensive network of cooperators and stakeholders to facilitate our mission and to safeguard our American plant resources.

NCC Purpose

The NCC represents CAPS cooperators at the national and state level and provides guidance for the Pest Detection program.

The NCC duties include:

- Providing national guidance for policy, procedures, budgets, and performance tracking of CAPS initiatives, including pest detection within specific pest eradication and management programs where overlap occurs with CAPS priority pests.
- Finalizing the annual PPQ National CAPS Guidelines including a list of exotic plant pests for survey priority, and communicating standardized survey methodologies.
- Communicating pest detection objectives, policy, and plans to the stakeholder constituency which the NCC member represents.
- Monitoring the roles and responsibilities of the State CAPS committees, including the duties of the State Plant Health Directors (SPHD), State Plant Regulatory Officials (SPRO), Pest Survey Specialists (PSS), and State Survey Coordinators (SSC) in implementing the CAPS program.
- Facilitating agreement between PPQ and cooperators on the process for developing pest survey lists for consideration at the state and national level, including commodity-based surveys.
- Identifying high-impact outreach efforts on an annual basis, especially to leverage resources and interest in pest detection.

- Evaluating the fairness and transparency in funding and accountability of cooperators' use of CAPS funds.
- Identifying training needs in support of CAPS (survey and regulatory policy and procedures, data management, and communications).
- Acting as an advisory committee for all information technology systems, databases, and websites in support of Pest Detection and CAPS.

NCC Membership

The CAPS program relies to a great degree on close cooperation between PPQ and state departments of agriculture. It is appropriate for the NCC members to be appointed accordingly.

NCC Member	Role and Responsibility*
PPQ- National Survey Coordinator (NSC), Plant Health Programs, Policy Management (PM)	National PPQ responsibility to provide leadership, management, and coordination to implement and oversee the CAPS program; chairs and organizes meetings and conference calls, and delivers information in a timely manner.
PPQ- National Operations Manager (NOM) for Pest Detection, Field Operations (FO)	Administration of CAPS in Field Operations, including guidance to States, and assures there is program accountability, fairness and transparency among states nationally; provides frequent and direct advice to the National Survey Coordinator.
PPQ- Science Coordinator for CAPS Support, Center for Plant Health Science and Technology (CPHST), Science & Technology (S&T)	Provide pest lists, prepare and present relevant scientific analyses, recommend survey methodologies, provide commodity-base pest survey guidelines, prepare risk maps and supporting documentation to inform decisions on pest survey, and to submit proposals for scientific endeavors in support of CAPS.
PPQ – Farm Bill Section 10007 Program Representative	Provide Farm Bill Section 10007 perspective, strategy, and focus, and insures that CAPS and Farm Bill surveys and projects are linked and share common guidance; responsible for communicating NCC and CAPS topics, issues, and guidance with the Farm Bill Management Team, goal leads, and stakeholders.
PPQ- State Plant Health Director (SPHD), Field Operations (FO); two representatives	Provide unique PPQ state-level perspective on specific issues regarding CAPS policy, procedures, and initiatives; responsible for

NCC Member	Role and Responsibility*
	communicating NCC and CAPS topics and issues with the national SPHD constituency.
National Plant Board (NPB)- State Plant Regulatory Official (SPRO), Eastern, Southern, Central, and Western Plant Boards; four representatives	Provide state-level perspective unique to SPROs regarding CAPS policy, procedures, and initiatives; represent their respective Plant Board, and responsible for communicating NCC and CAPS topics and issues.
PPQ- Pest Survey Specialist (PSS), Field Operations (FO); two representatives	Provide unique PPQ field-level perspective on specific issues regarding CAPS policy, procedures, and initiatives, particularly the feasibility of implementation in the field; responsible for communicating NCC and CAPS topics and issues with the national PSS constituency.
State Dept. Ag.- State Survey Coordinator (SSC), Eastern, Southern, Central, and Western Plant Board States; four representatives	Provide state, field-level perspective for states in their respective Plant Board region on specific issues of concern to the states, particularly the feasibility of implementing new survey policy, procedures, or initiatives; responsible for communicating NCC and CAPS topics and issues with their constituency.

*The current *Cooperative Agricultural Pest Survey (CAPS) National Guidelines*, contains a comprehensive list of roles and responsibilities of various positions in the CAPS program.

The Pest Detection Management Team (PDMT)

The Pest Detection Management Team (PDMT) consists of individuals occupying the following positions on the NCC. Their participation on the PDMT is contingent on their position as described below. The PDMT will convene frequent discussions as needed.

- National Policy Manager for Pest Detection (NPM), Policy Management
- National Operations Manager for Pest Detection (NOM), Field Operations
- CPHST Science Coordinator for CAPS Support, Science & Technology

NCC Membership Selection

- The National Policy Manager, the National Operations Manager, and the CPHST Science Coordinator for CAPS Support serve on the NCC as long as they remain in their position.

- The Farm Bill representative will be chosen by the Farm Bill Management Team (FBMT) in consultation with the NPM, and approved by the PDMT. They will serve on the NCC as long as they remain in their position with the Farm Bill Program, or that the FBMT decides to change representation.
 - The NCC approved the addition of this position to the NCC on February 12, 2013, as a permanent member to coincide with the expanded scope of surveys conducted through Farm Bill funding, and the tight linkage of CAPS survey guidance and methodology in Farm Bill surveys.
- The four National Plant Board representatives will be selected or appointed by their respective Regional Plant Boards and President in consultation with the NPM, and approved by the PDMT. They will serve a three-year term unless renewed.
- The two State Plant Health Directors will be selected and nominated by the SPHDs nationally in consultation with the National Operations Manager for Pest Detection, with support of the Executive Director of Field Operations and the respective Associate Executive Director (AED), and approved by the PDMT. They will serve a three-year term unless renewed.
- The two Pest Survey Specialists will be selected and nominated by the PSSs nationally in consultation with the National Operations Manager for Pest Detection, with support of the SPHD of the individual's State, the Executive Director of Field Operations, and the appropriate Associate Executive Director (AED), and approved by the PDMT. They will serve a three-year term unless renewed.
- The four State Survey Coordinators will be selected and nominated by the SSCs in that Plant Board Region in consultation with the National Operations Manager for Pest Detection, with approval by the individual's supervisor, support of the SPRO of the individual's State, concurrence of the respective Regional Plant Board President, and approved by the PDMT. They will serve a three-year term unless renewed.

The NCC values diversity in member representation, and has determined that the positions mentioned above justify the composition and needs of the CAPS community. Given the diversity of states in terms of geography, size, agriculture, environment, risk, and how they are managed, it is important for the CAPS program to receive guidance on topics and issues from these many perspectives. The CAPS program cannot run efficiently without considering the potential effectiveness of program policies in the states. One rule for member selection overrides all others: No two members on the NCC can be from the same state. This insures that the core constituencies of the CAPS community are represented by 12 states on the NCC. Selection of new members will depend on the present representation on the NCC. Other factors that may be considered are regional location (north, south, east, west), size (large, small), and pest risk factors (ports, pathways), among others.

The committee aims for continuity and frequent turnover is discouraged; however, adjustments will be allowed to accommodate changes as necessary. NCC members may be re-appointed up to two consecutive terms (not to exceed six years). In an effort to avoid concurrent term expirations, NCC members will serve on a staggered schedule as often as possible. Term years run from January 1 through December 31. The term schedule is posted on the [NCC page](#) of the [CAPS Resource & Collaboration](#) website. If a member is unable to complete their term, another will be selected based on the process described above to fill the remaining time of that term. The NPM will notify the Executive Director of Field Operations, Regional Plant Board President, PDMT, and others as appropriate before November 1 of the expiration of a member's term, and convey the need to either re-appoint the member or select a new representative to the NCC.

Effective April 1, 2013, the State Plant Health Director and Pest Survey Specialist serving on the NCC for the longer period of time will be primarily responsible for communications within the national constituency. If the term of this individual is renewed for an additional 3 years, then the communication responsibility will switch, and the other individual will assume the responsibility nationally. This will allow a more equitable sharing of responsibilities while maintaining the diversity of input to the NCC. Otherwise, coordination of communication responsibilities will be determined between the two individuals.

Invited Participant

Both non-government and government parties will be invited to provide their unique perspectives on specific issues, on an ad hoc basis, as approved by the NCC. Many of these individuals will be invited to participate in conference calls and meetings throughout the year, depending upon the agenda. Some of the invited participants may include university cooperators, PPQ Information Technology (IT) staff, CAPS Information System (CAPSIS) User Services, The Nature Conservancy, National Invasive Species Council (NISC), USDA National Institute of Food and Agriculture (NIFA), US Forest Service, APHIS Native American Working Group representative, Native American tribal representatives, and industry organizations. Invited participants do not serve for a specific term, but only as long as projects or tasks requiring their unique contribution is needed. Once the issue has been addressed or project(s) completed, the invited participant will no longer be obligated to participate in NCC discussions.

Any government entity (i.e. federal, state, local, and/or tribal government officials) may be invited to participate in discussions with an agency of the Federal government without requiring deliberations to be conducted according to the Federal Advisory Committee Act (FACA). Non-government employees will not be asked to engage in discussions that could be interpreted to provide "consensus advice recommendations or advice" to the federal government. Their role will be to provide information and perspective on specific issues. The views of non-NCC members will be considered along with all other

information and views available. Therefore, the NCC will not need to conduct meetings under FACA procedures.

Committee Meetings

An annual NCC meeting will be held during the latter half of January or early February to review and evaluate the CAPS program, prioritize pest surveys, and discuss issues and topics of interest to the CAPS community. Conference calls will be convened monthly, with the agenda, date and time, ad hoc participation, and toll free numbers provided in advance. Minutes to all meetings will be posted on the CAPS Resource & Collaboration web site, and will be available to the CAPS community.

The NCC will strive for consensus. If an impasse is reached, the PDMT may try to resolve the issue via separate discussion with the NPB President, the Executive Directors of Policy Management, Field Operations, and/or Science & Technology, the PPQ Leadership Team, or other individuals or organizations, and then communicate the decision to the NCC. If an immediate decision must be made at the time the NCC is convened, the National Policy Manager will break the impasse by making the final decision, with follow up discussions with the PDMT to review the decision before that decision is communicated out to the NCC and CAPS community.

An important obligation for all NCC members is communication about CAPS activities with their respective constituency. The NCC member must hear their constituents concerns and represent their interests. It is recommended that each representative contact their constituency prior to each monthly NCC conference call or NCC meeting and ask for input on critical issues as necessary. Ideas and issues should be brought to the attention of the NCC for discussion, and meeting minutes, action items, resolutions, and decisions will be communicated back to the CAPS community through the NCC member's constituency. It also is important to communicate upward, and keep PPQ management and the National and Regional Plant Board Directors aware of CAPS policies, topics, issues, and activities.

Financial Support

Travel expenses to the annual NCC meetings will be budgeted for APHIS personnel. Non-APHIS participants may request travel support through the PPQ-National Plant Board cooperative agreement.

Rules of Conduct

The NCC strives for open, frank, constructive dialogue in its deliberations, and will conduct meetings in a manner that provides an opportunity for all members to be heard. The NCC will strive for consensus on all issues. They will foster an environment of trust and confidentiality among its members. They will not personalize issues. If issues are sensitive, they will be identified as such and the NCC will handle them as agreed to by the NCC. If an NCC member has disagreement with a particular issue, they will voice their opinion with the NCC where it will be addressed. If the issue is not resolved to their satisfaction, they may either remove themselves from deliberations on that issue or they

may ask to be removed from the NCC. However, the NCC expects the confidentiality of its deliberations to be honored as a professional courtesy even if the member is removed from discussion on an issue or is removed from the NCC. The NPM, with concurrence of the PDMT, President of the National Plant Board, Executive Directors of Policy Management, Field Operations, and/or Science & Technology, may seek to replace NCC members if they fail to meet their obligations.

Maintenance of the Bylaws

Any questions, concerns, or suggestions to improve these Bylaws may be addressed to John Bowers, the National Policy Manager for Pest Detection, located at the following address:

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