

NAPPO new project submission and approval process

Process description

NAPPO project proposals can be submitted by ...

- any stakeholder (government, industry or other) from the three NAPPO member countries
- existing NAPPO Expert Groups

Please use the **Project Proposal Fillable Form** to submit your new project idea.

Evaluation Criteria and Other Considerations for NAPPO new project prioritization

As you develop your proposal, keep in mind the evaluation criteria listed below. **These will be used by the NAPPO Management Team to prioritize and rank your project proposal.**

- **Project should fit under the mandate/regulatory authority of all NAPPO member country NPPOs**
- **Project should advance the phytosanitary capacity of North America:** Project fosters the sharing of resources, information, and experiences, to help NAPPO members be collectively stronger and more effective.
- **Strategic Alignment:** Project should be aligned with both NAPPO and the member country NPPO's strategic priorities; see below for links to the 2016-2020 NAPPO Strategic Plan and to the websites of the three National Plant Protection Organizations of our member countries.
 - NAPPO Strategic Plan - <http://www.nappo.org/english/official-documents/strategic-plan>
 - Canada – CFIA website: - <http://www.inspection.gc.ca/plants/eng/1299162629094/1299162708850>
 - United States – APHIS-PPQ website: - https://www.aphis.usda.gov/aphis/ourfocus/planthealth/sa_international/sa_phytostandards/calls
 - Mexico – SENASICA website: – <http://www.gob.mx/senasica/acciones-y-programas/organismos-y-acciones-de-cooperacion-regional-e-internacional>
- **Impact:** Project should have harmonization value for North America.
- **Priority Pests:** Project should focus on pests of concern to NAPPO member countries.
- **Feasibility - human capital:** Project proposal should clearly indicate availability of technical/scientific expertise from member country NPPOs.
- **Strategic Value of similar NAPPO projects:** Likelihood that the new proposed project would be successful/useful based on similar past endeavours.
- **Feasibility - resources:**
 - Project proposal should present a complete picture of the issue and clearly outline the steps/processes and timelines needed to achieve the project objectives.

- Project proposal should include details on human (how many) and financial (how much) resources are needed for the project.
- Project should be “doable” with current NAPPO Secretariat resources (how many projects can be managed by the NAPPO Secretariat taking into consideration other commitments).

Steps

- a. The NAPPO Secretariat announces on its website the open period to receive new project proposals.
- b. Open period will be 2 months from the time it is officially announced.
- c. Announcement is linked to the **Project Proposal Fillable Form** that **must be used** to submit all new project proposals.
- d. The completed project proposal form should be submitted by the stated deadline as follows:
 - i. Proposals submitted by a government, industry or other stakeholder from one of the NAPPO member countries should be sent to the NAPPO Advisory and Management Committee (AMC) member for that country; the AMC member will, in turn, submit the completed proposal form to the NAPPO Secretariat.
 - ii. Proposals submitted by an existing NAPPO Expert Group (with full support from EG members from the three NAPPO countries), should be sent directly to the NAPPO Executive or Technical Directors, with a copy to AMC members from all member countries.
 - iii. Contact information for the AMC and the NAPPO Executive or Technical Directors is provided below.
- e. Once the call for new project proposals has closed, proposals are compiled by the Secretariat and sent to all members of the AMC. The AMC will have opportunity to pre-screen the proposals up-front to identify those that should not be considered further (for example, the AMC review will determine whether the project meets the criteria for project prioritization, whether the submission is complete, and whether the project is under the NPPOs regulatory authority).
- f. The NPPO of each NAPPO member country, through their AMC representative, will have 5-6 weeks to review, vet and rank the new project proposals received. Consultation with industry and other stakeholders may take place as needed. Vetting of proposals will refer to, among other things, the criteria for project prioritization.
- g. Results of this ranking and projects tentatively identified for inclusion in the work program will be presented by the AMC to the NAPPO Executive Committee (EC) for consideration and final decision.
- h. The EC will have one more opportunity to consult internally (with their respective NPPOs) before making the final decision on projects selected for inclusion into the NAPPO Work Program. This process, if needed, will take 2 weeks.
- i. Letters of congratulation or regrets for each project will be prepared by the AMC or NAPPO staff who received the project proposal. A sample letter will be available that can be modified for each project accordingly.
- j. Letters will be mailed out electronically by the NAPPO Secretariat.
- k. The NAPPO Secretariat will announce on its website the new approved projects and their addition to the work program.
- l. New NAPPO Expert Groups will be formed. AMC members will identify the experts based on information provided in the project proposal form and following internal country consultation (within the NPPO and with stakeholders).

Officials responsible

Representing	Name	Role and Affiliation	Contact
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