



NAPPO

North American Plant Protection Organization
Organización Norteamericana de Protección a las Plantas
MEXICO - USA - CANADA

Instructions for submitting NAPPO project proposals

NAPPO project proposals can be submitted by ...

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

General Process

1. NAPPO will announce the open period to receive new project proposals on the NAPPO website.
2. NAPPO call for proposals open period will be 2 months from the time it is officially announced.
3. The announcement will be linked to the project proposal form (in Spanish and English) that must be used to submit all new project proposals.
4. The completed new project proposal form should be submitted by the stated deadline as follows:
 - a. 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 proposal form to the NAPPO Secretariat.
 - b. 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 ED or TD, with a copy to all of the NAPPO AMC members from all NAPPO countries.
 - c. Contact information for the AMC and the NAPPO ED and TD are provided below.
5. Once the call for new project proposals has closed, all completed forms will be translated by the NAPPO Secretariat.
6. Once translated, the new project proposal forms will be sent to the NAPPO AMC. The AMC will have opportunity to pre-screen the projects up-front to identify those that should not be considered further (for example, review to determine whether the project meets the criteria, whether the submission is complete, and whether the project is under the NPPOs regulatory authority).
7. The NPPO of each NAPPO member country, through their AMC representative, will have 5 weeks to review, vet and rank the new project proposals received. Consultation with industry and other stakeholders may take place as needed. Vetting of the projects will refer to, among other things, the criteria for project prioritization previously utilized by the NAPPO Executive Committee - *see below for criteria*.
8. 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 for consideration.
9. The EC will have one more opportunity to consult internally (with their respective NPPOs) before making the final decision on the projects selected for inclusion. This process will take 2 weeks.

10. 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.
11. Letters will be mailed out electronically by the NAPPO Secretariat.
12. The NAPPO Secretariat will announce the new approved projects and their addition to the work program on the NAPPO website.
13. 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).

Representing	Name and role	Affiliation	Email
Canada	Dominique Pelletier – AMC member	CFIA	dominique.pelletier@inspection.gc.ca
	Rajesh Ramarathnam – AMC member	CFIA	rajesh.ramarathnam@inspection.gc.ca
United States	Patricia Abad – AMC member	APHIS-PPQ	Patricia.V.Abad@aphis.usda.gov
Mexico	Ana Lilia Montealegre – AMC member	SENASICA	ana.montealegre@senasica.gob.mx
NAPPO	Stephanie Bloem – NAPPO Executive Director and AMC Chair	NAPPO	Stephanie.Bloem@nappo.org
	Alonso Suazo – NAPPO Technical Director and AMC member	NAPPO	Alonso.Suazo@nappo.org

Evaluation Criteria and Other Considerations for NAPPO project prioritization

- **Strategic Alignment:** Project should be well aligned with both NAPPO and the member country NPPO’s strategic priorities; see below for links to the 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>
 - 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 endeavors.
- **Feasibility- resources:**
 - Project proposal should present a complete picture of the project 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).