



# NAPPO

North American Plant Protection Organization  
Organización Norteamericana de Protección a las Plantas

## NAPPO Conference Call Report

Expert Group:	Quality Management Systems - Terminology	
Location:	Zoom meeting – Video conference	
Date:	June 10, 2021	
Chairperson/Presidente	Christina Devorshak (USDA-APHIS-PPQ)	
Participants:		
Rajesh Ramarathnam (CFIA)	Donald Seaver (USDA-APHIS-PPQ)	Pedro Luis Robles García (SENASICA)
Ángel Ramirez Suárez (SENASICA)	José Alejandro Cotoc Roldán (SENASICA)	Brad Gething (US Industry)
Stephanie Bloem (NAPPO)	Nedelka Marín-Martínez (NAPPO)	Alonso Suazo (NAPPO)
Thalita Molet (USDA-APHIS-PPQ)	Steve Côté (CFIA)	
Summary		
General comments:	<p>The NAPPO ED welcomed and thanked all EG members for joining the first video conference with the new “Quality Management Systems Terminology” EG. Following welcoming remarks, the ED asked all participants to introduce themselves.</p> <p>Agenda approved as presented.</p> <p>The TD agreed to take note and write the video conference call report.</p> <p>The ED:</p> <ul style="list-style-type: none"><li>• Described how NAPPO EGs work and coordinate activities with the NAPPO Secretariat.</li><li>• Indicated that NAPPO will have a virtual Annual Meeting from November 3-5 with a section devoted to present the EGs work.</li><li>• Notified the EG that an EG report will need to be prepared by the EG. Details will be provided and an official invitation to present at the NAPPO Annual Meeting will be sent to the EG members.</li></ul>	
Item 1:	Election of EG Chair and Vice-Chairperson.	
Consensus:	Christina Devorshak was elected the EG Chairperson and José Alejandro Cotoc Roldán Vice-Chairperson.	
Item 2:	Background information	
Consensus:	<p>The Chairperson:</p> <ul style="list-style-type: none"><li>• Indicated this project was a proposal submitted to NAPPO because of strong concerns on current definitions related to Quality Management Systems Terminology (QMS-T) in</li></ul>	

	<p>the recently revised NAPPO RSPM 5 (NAPPO Glossary of phytosanitary terms).</p> <ul style="list-style-type: none"> <li>• Indicated that several initiatives at the national, regional, and international level incorporate quality management concepts into phytosanitary work. Seed health was used as an example.</li> <li>• Indicated the EG has an opportunity to make a holistic review of the QMS terms and determine which terms are applicable to phytosanitary situations and determine what terms might be used broadly and what terms are used in a specific context.</li> <li>• Noted that QMS terminology has been extensively used by the industry, but it is also used in phytosanitary issues.</li> <li>• Informed the EG that a list of QMS terms was compiled from <ul style="list-style-type: none"> <li>○ NAPPO documents and regional standards,</li> <li>○ Industry, and other sources.</li> <li>○ The Regulatory Framework for Seed Health (REFRESH) manual.</li> <li>○ These terms are used by NPPOs but some do not have definitions associated with them. The document was shared with the EG (Excel spreadsheet).</li> </ul> </li> <li>• Indicated that PPQ staff was asked to inform how they use the listed terms. This information was used to develop a “<i>Discussion paper</i>” which is being translated by the Secretariat. This paper will be shared with the EG as soon as the translation is completed.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Mexico inquired on what sources will be used to define the QMS terms. The chairperson indicated that some terms are already defined by the IPPC and other terms are defined by international organizations like the ISO. The chairperson also indicated that some of the terms have very specific definitions developed for a specific standard.</li> <li>• Mexico also indicated that QMS Terminology should be defined to standardize technical communication in the NAPPO region.</li> <li>• The chairperson suggested the EG should evaluate the list of terms and determine what terms are needed, should be archived, and determine the scope of each term (broad vs limited phytosanitary use).</li> <li>• The chairperson also indicated that definitions for phytosanitary-related QMS terms should be examined and the EG should determine if they are appropriate.</li> <li>• The ED indicated that the IPPC has also been deliberating terms related to QMS.</li> <li>• The chairperson indicated that an extensive list of</li> </ul>
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	phytosanitary systems that rely on quality management is provided in the discussion document and emphasized the importance of understanding the significance of QMS Terminology regardless of where it is defined.	
Other subjects	Topics for discussion for the next call	
Consensus:	The Chairperson suggested to discuss in the next call: <ul style="list-style-type: none"><li>• deliverables for this project</li><li>• timeframe of activities</li><li>• outcomes of this project when the project is completed.</li></ul>	
Next Steps		
Responsible Person	Action	Date/
NAPPO Secretariat	Translate discussion document and share with the EG.	Week of June 28
EG members	Evaluate the list of terms and determine what terms are needed, should be archived, and determine the scope of each term (broad vs limited phytosanitary use)	Due July 9
EG members	Look at the Excel spreadsheet with the list of all the QMS terms (the source of the term is annotated and specified if they came from a particular NAPPO regional standard), review it and consult with their peers and indicate whether they agree with the definitions of those terms and if additional terms should be included. The updated list will be discussed in the next videoconference with the EG.	Due July 9
NAPPO Secretariat	Send copies of RSPM 5 and ISPM 5 to the EG.	Week of June 28
NAPPO Secretariat	Send an official invitation letter to the NAPPO Annual Meeting to the EG members.	Week of June 14
Next Meeting		
Location:	Zoom meeting – Video conference	
Date:	July 9, 2021- from 2:00-3:00 pm EST	
Proposed Agenda		
1. Open call – review list of documents (discussion paper, spreadsheet, glossaries)		
2. Check in on homework		
3. Discuss deliverables of Project / timeframes		
4. Agree on what terms are priorities		
5. Next steps / homework		
6. Conclude call		