



NAPPO

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

NAPPO Conference Call Report

Expert Group:	Phytosanitary Alert System	
Location:	Conference call	
Date:	8 October 2020	
Chairperson	Ignacio Baez (USDA APHIS)	
Participants:		
Heather Cumming (CFIA)	Rajesh Ramarathnam (CFIA)	Amanda Kaye (USDA APHIS)
Ana Lilia Montealegre (SENASICA)	Stephanie Bloem (NAPPO)	Alonso Suazo (NAPPO)
Nedelka Marín-Martínez (NAPPO)		
Summary		
Agenda item 1:	<p>Overview of PAS user manual</p> <p><u>Background:</u> An action item from the call on 8 May 2020 was for the Chairperson to draft and share a user manual for the new NAPPO PAS with the EG and Secretariat. During the conference call, an overview was provided to the EG members and Secretariat on each section of the draft manual. The manual will assist the EG with operating the PAS.</p>	
Agenda item 2:	<p>Collect feedback about the manual</p> <ul style="list-style-type: none"> All EG members noted that they were not able to see the dashboard information as described in the user manual. The Chairperson will work with the contractor so all EG members have the same administrative access. The Chairperson proposed that once the manual in English is finalized, it should be translated into Spanish by the NAPPO Secretariat. Mexico's EG member did not see the need to translate the document because it is an internal technical document. Thus, there was consensus for not translating the document, with the option of eventually translating it as a low priority. There was consensus that the document was straightforward and clear. The screenshots of the system to illustrate each step are useful. Canada's EG member suggested adding sections 2.1 and 3.1 to the workflow, as well as guidance on how the French translation will be added to reports generated by Canada. Any additional comments or edits to the document will be provided to the Chairperson in track-changes. The agreed deadline for comments is October 30. 	
Agenda item 3:	<p>Other updates</p> <ul style="list-style-type: none"> Mexico's EG member is not able to access the PAS with her current login credentials. The Chairperson will assist in getting the correct credentials by working with the contractor. 	

	<ul style="list-style-type: none"> NAPPO ED and some EG members indicated that they are not receiving the automated updates. The Chairperson will follow-up with the contractor to address the issue.
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Next Steps

Responsible Person	Action	Date
All	Review the guidelines and provide feedback to the Chairperson.	30 October 2020
Ignacio Baez	Contact contractor to change the administrative permission so all members see the same PAS dashboard as the Chairperson view.	15 October 2020
Ignacio Baez	Contact contractor to correct issues that are not allowing some subscribers to receive report notifications and the PAS monthly update.	15 October 2020
Ignacio Baez	Contact contractor to send latest PAS login credentials to A. Montealegre.	15 October 2020
NAPPO Secretariat	Schedule a call to discuss guidelines	TBD
Location:	Teleconference	
Date:	To be determined.	

Proposed Agenda Items

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