**Expert Group:** ISPM 25 Guidance  
**Location:** Zoom meeting – Video conference  
**Date:** February 25, 2022  
**Chairperson:** Brendon Reardon (APHIS – PPQ)  

**Participants:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Francisca de la Cruz Martínez</td>
<td>SENASICA</td>
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<td>Neftali Reyes Carranza</td>
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<td>Allan Schepens</td>
<td>US – CA industry</td>
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<td>Wendy Asbil</td>
<td>CFIA</td>
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<td>Erin Stiers</td>
<td>APHIS – PPQ</td>
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<td>Annaliese Blecha</td>
<td>DHS-CBP</td>
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<td>Hellen Gerson</td>
<td>CBSA</td>
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<td>Nedelka Marín-Martínez</td>
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<td>Alonso Suazo</td>
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<td>Fan Wang-Cahill</td>
<td>APHIS – PPQ</td>
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**Summary**

**Project:** Standardization of responsibilities and actions for safeguarding consignments that have transited one NAPPO country to enter another NAPPO country.

**General comments:**

- Welcome remarks by the NAPPO Secretariat and the EG chairperson.
- The NAPPO TD will take notes and write the meeting report.
- EG agreed to record this session for report purposes.

**Item 1:** Draft ISPM 25 document – feedback from EG

**Consensus:**

The chairperson:

- Indicated that significant progress with the guidance document has been made by the writing subgroup.
- Encouraged industry members of the EG to participate in discussions and preparation of the guidance document with the writing subgroup.
- Shared the last version of the document to discuss up to section 1.0.
- Encouraged EG members from the industry to join the writing subgroup.

EG feedback on the draft document – key points addressed:

- Chairperson suggested acknowledging Mr. Mike Tamilia in the list of authors. Mike retired and is no longer an active member of the EG.
- Make sure the authorship list is accurate.
- Chairperson suggested using hyperlinks in the document.
- Sections of the document have been moved to improve the flow of ideas.
- Subgroup members indicated that it is important for the EG
to provide their feedback on the redistribution of sections in the document and clarity in the scope. The chairperson agreed with the format and indicated that soil in non-agricultural shipments and non-compliance in wood packaging material are covered in the document.

- Requests from the subgroup to the EG:
  - Need to make sure the scope covers what is expected from this work. The subgroup needs to know if the EG agrees with the scope. The chairperson indicated that the scope should only address in-transit issues and not re-exports. Changes in the “Purpose of this guide” and “Scope” sections were proposed. Subgroup agreed to the suggested points.
  - Need the EG to provide feedback on the general structure and outline of the document.
- List acronyms in alphabetical order.
- Difficult to get the non-compliance issues into the “consignment” definition of the IPPC.
- Difficult to distinguish between “consignment” and “shipment” in the definitions.
- Need to make sure the terms in the glossary are what are used in trading among NAPPO member countries.
- Add the term “contaminant” in the definition. Consider the IPPC definition and the work done by the NAPPO Forestry EG on contaminating organisms.
- Consider adding clarification of “contaminating organisms” in the scope to indicate it refers to “contaminating pests”.
- Need to make sure the EG agree on the definition of in-bond. The US 19CFR has a definition that can be considered by the writing subgroup.
- Need to use the term “risk mitigation measures” in the document. This will be relevant for the different scenarios.

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<tr>
<th>Other subjects</th>
<th>Writing subgroup indicated they are meeting every two weeks.</th>
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<tr>
<td><strong>Next Steps</strong></td>
<td><strong>Action</strong></td>
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<tr>
<th>Responsible Person</th>
<th>Action</th>
<th>Date</th>
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**Next Meeting**

- **Location:** Zoom meeting – Video conference
- **Date:** To be determined. A poll will be sent to the EG based on the writing subgroup progress with the draft document.

**Proposed Agenda Items**

1. 
2. 