



# NAPPO

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

## NAPPO Conference Call/Meeting Report

Expert Group:	Revision of RSPM 9: <i>Authorization of laboratories for phytosanitary testing</i>	
Location:	Conference call	
Date:	May 31, 2018	
Chairperson:	To be nominated at this conference call	
Participants:		
Stephanie Morrow (CFIA)	María del Rocío Hernández (SENASICA)	Sarika Negi (APHIS PPQ)
Rajesh Ramarathnam (CFIA)	Robert Carr (US Industry)	Stephanie Bloem (NAPPO)
Alonso Suazo (NAPPO)	Patricia Abad (APHIS PPQ)	Nedelka Marín-Martínez (NAPPO)
<b>Summary</b>		
Project:	Revision of RSPM 9: <i>Authorization of laboratories for phytosanitary</i>	
General comments:	Second conference call with the EG. General introduction.	
Item 1:	Welcome remarks by NAPPO followed by the explanation of roles and responsibilities of a rapporteur; take notes and draft a conference call report. Submit the report to the NAPPO Secretariat within a week. A rapporteur will be selected for each EG call.	
Consensus:	Sarika Negi volunteered to act as the rapporteur for today's conference call.	
Item 2:	The NAPPO TD provided the responsibilities of EG Chairperson (manage calls, work with EG on a plan to advance the project, and provide agenda for calls) and Vice Chairperson (support the Chairperson and act as the Chairperson as needed) and asked all participants to elect the EG Chairperson and Vice Chairperson.	
Consensus:	Rajesh Ramarathnam noted that since the other 2 NAPPO projects (RSPM 35 and 38) already have Chairpersons representing USDA and CFIA, perhaps for equal distribution of country representation, the SENASICA delegates would consider being the Chair for RSPM 9. María del Rocío Hernández agreed to and was appointed the	

	<p>Chairperson for the RSPM 9 EG. Alonso will contact the Chairperson and guide her through the next step and overall process.</p> <p>Pati Abad nominated Sarika Negi to serve as the Vice Chairperson. Sarika agreed and was appointed as the Vice Chairperson, per the EG's concurrence.</p>
Item 3:	Brief Google Docs demonstration
Consensus:	<p>Alonso noted that Google docs is the mechanism that will be used to update the RSPM 9 draft. He reviewed a list of documents he had sent to the EG group via email on Google drive: Google Doc Guidelines (a pictorial guide and an instructional list).</p> <p>The EG was instructed to open the link sent by Alonso during the conference call since the previous link he had sent was not allowing access to some of the EG members.</p> <p>The EG learned through trial and error that each of us needed to use a Gmail accounts to login and access the document's edit feature.</p> <ul style="list-style-type: none"> <li>• On the first webpage, notice the Support Documents folder under the Folders heading. This folder is empty at this time; however, in future supporting docs will be stored here.</li> <li>• After clicking on the "RSPM9-rev-06-09-e/s", the next screen is the RSPM9 document. Make sure to locate the blue box with lines on the top left corner (next to the name of the file). If you see a "W", you will not have editorial access. Click on the dropdown pen at the far right underneath the blue Share tab, select "suggesting" mode. This allows for track changes and edits. Alonso encouraged the group to add comments as much as possible. <b>* Make sure to click on the blue box to save comments.</b> Notice the 3 dots on the upper right hand – to add or delete comments.</li> </ul> <p>Comments/edits can be discussed on upcoming conference calls – moderated by the Chair. After completing work on the docs, simply close the browser or tab – the changes will be saved automatically.</p> <p>The NAPPO keeps a copy of these docs in case you are having issues accessing the Google docs software at any time.</p> <p>As homework for the next call, the EG members were asked to upload any relevant (including reference) documents that could be useful for the RSPM's revision in the RSPM 9 Google docs folder. In addition, EG members were asked to begin to add their</p>

	suggested edits in track changes as well as comments into the RSPM 9 document in the Google docs folder. These items will be discussed in the next EG call.	
<b>Next Steps</b>		
<b>Responsible Person</b>	<b>Action</b>	<b>Date</b>
Expert Group, all EG members	Begin to upload relevant documents in Google docs folder and insert suggested edits (in track changes) as well as comments to RSPM (file in Google drive)	July 20 (to allow time for document translation by NAPPO)
Rapporteur for this EG call (Sarika Negi)	Provide draft report of this EG call to NAPPO TD	As soon as possible
<b>Next Meeting</b>		
Location:	Conference call	
Date:	July 30, 2018; 1:30pm-2:30pm EST	
<b>Proposed Agenda Items</b>		
1.		