



NAPPO

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

NAPPO Expert Groups

NAPPO Expert Groups (EGs) are groups of subject matter experts formed to participate in new NAPPO projects that are aligned with the plant health priorities of the NAPPO region, as deemed by the Executive Committee (EC). EGs carry out and execute the work outlined in the approved NAPPO Annual Work Program. EGs consist of one or more members from each of the three NAPPO countries' National Plant Protection Organizations (NPPOs).

EG members are selected by their respective governments for new projects based on their specific expertise. Some EGs may have industry representatives as part of the group. The selection of industry representatives is coordinated by the Advisory and Management Committee (AMC) member of each NPPO and the NAPPO Industry Advisory Group (IAG) member for that country. Temporary subject matter experts can also participate as "Support EG members" when assistance with a specific task for the EG project is needed. Support EG members participation is limited to the amount of time required to complete the specific task. Participation of "Support EG members" will be requested by the EG chairperson and approved by the NAPPO AMC of the corresponding country.

Once a NAPPO project is prioritized and ranked by the EC, the AMC and EC either establish a new EG or assign the new project to an existing EG. Sometimes the membership of an existing EG will need to be reviewed to ensure the proper expertise is represented.

Responsibilities of EG members:

- read and sign "NAPPO Expert Group Statement of Commitment";
- clearly understand the objectives and deliverables of the NAPPO project including the fact that the project is a **priority** for their NPPO Chief/EC Executive, particularly if the EG member is employed by one of the NPPOs of NAPPO;
- ensure that the Secretariat has their complete name, job title, contact information (telephone number, email), a mini biography and a recent photograph to post their information to the NAPPO website and for use in NAPPO the newsletter;
- demonstrate and share their expertise to advance the project;
- read all meeting documents prior to the meeting and provide relevant materials, discussion papers and/or comments, as appropriate, in a timely fashion;
- **ensure they have completed their assigned tasks within the agreed-upon timeline;**
- support EG Chair including acting as ad hoc rapporteur;
- actively participate in meetings and conference calls to discuss project and related issues respectfully allowing time for interpretation;

- promptly notify the chairperson, the AMC from their NPPO and the Secretariat when unable to participate in a meeting (conference call or face-to-face);
- read the conference call or meeting report and provide input to Chair in a timely fashion;
- represent their NPPO or industry in the provision of comments and perspectives related to the EG topic;
- consult within their respective government or industry groups when asked to review and comment on a document to ensure they are adequately representing the interests/positions of their country. EG members may seek support from their AMC or IAG members in this effort;
- support and contribute to the NAPPO Country Consultation process;
- allocate time, as appropriate, for potential travel to at least one EG face-to-face meeting, and follow-up activities, as necessary;
- in consultation with the EG Chair report on activities of their respective EG including at the Annual Meeting and other venues as appropriate;
- keep AMC NPPO representative(s) informed on EG project status;
- maintain a functioning e-mail address and participate in e-mail discussions or conference calls occurring outside of the meeting dates and times, if necessary, and
- use web-based tools as appropriate (Webinars, email, e-fora, e-decisions and others).

Responsibilities of the EG Chair and co-Chair:

- lead the EG in carrying out and completing the tasks outlined in the project proposal;
- report to the NAPPO Executive Director (ED) and work closely with the NAPPO Technical Director (TD) on the logistics and coordination of activities necessary to carry out the project;
- refer to the project proposal frequently to ensure the EG stays on track and meets the objectives timelines for the project;
- monitor progress of the assigned project tasks;
- review the projected timelines and, if necessary, adjust timelines in consultation with EG members and the AMC;
- ensure that EG discussions and activities remain in-line with instructions and expectations provided by the AMC, the EC and the NAPPO Secretariat;
- collaborate with the NAPPO Secretariat in scheduling and organizing EG meetings (conference calls or face-to-face meetings);
- provide the NAPPO Secretariat a meeting agenda at least one week prior to the conference call meeting. Agenda can be a separate file or can be included in the previous meeting's conference call report. This allows the Secretariat time to translate and distribute the information to EG and AMC members well ahead of the next call;
- draft conference call report or designate an EG member as rapporteur;
- request rescheduling or cancellation of a conference call or meeting. Cancellation or rescheduling should have strong justification and should be requested at least four days before the scheduled event;
- ensure respectful discussions among EG members with diverse backgrounds, opinions and viewpoints;

- demonstrate respect towards and patience with EG members of different backgrounds and cultures;
- demonstrate high level of tact and diplomacy in leading the EG to consensus;
- ensure EG discussions remain focused and respect the time limits established by the NAPPO Secretariat;
- direct EG discussions in a manner that facilitates interpretation, as required;
- ensure that interpretation etiquette during a conference call is followed. Interpretation etiquette means managing the amount of information communicated in one language and ensuring enough time of interpretation into the other language;
- encourage full and equal participation by all EG members;
- develop the presentation of EG accomplishments that will be presented at the NAPPO Annual Meeting (Power Point presentation);
- when feasible deliver presentation at the NAPPO Annual Meeting;
- notify the NAPPO ED, TD and the AMC of their NPPO of any identified obstacles that prevent completion of the project according to schedule;
- communicate the need for more or different EG members to the NAPPO ED, and
- comply with the responsibilities of EG members outlined above.

In cases where EG chair is not available or cannot take-on the above responsibilities, the co-Chair (if one has been appointed) or the NAPPO TD may be asked to do so.

Please note - closed EG meetings (restricted to NPPO members) may be called by the EG chairperson in consultation with the AMC.