

NPB/PPQ Regulated Domestic Pest Program Evaluation Committee Charter

Goal

The Regulated Domestic Pest Program Evaluation Committee (RDPPEC) will use an objective, science-driven evaluation process to develop recommendations that affirm, strengthen, modify, or end regulatory efforts for domestic regulatory pest programs administered by USDA APHIS Plant Protection and Quarantine (PPQ). The RDPPEC will achieve this by reviewing programs and using evidence to support continuing regulatory efforts or phasing out activities that are not cost beneficial or are not supported by science nor policy.

Background

The National Plant Board (NPB) and PPQ have cooperated for decades on plant pest eradications, surveys, and management efforts. In general, the target pests are recently introduced alien invasive species. Each pest presents a unique challenge because of variability in life history, establishment potential, hosts impacted, and potential pathways for introduction. To address the challenges of certain invasive pests, PPQ may establish a domestic pest program based on availability of funding, the established regulatory framework, and an evaluation of the threat to U.S. agriculture that the pest poses. Domestic pest programs are established to address pest impacts, utilizing a variety of strategies. In some cases, pests have been successfully eradicated (e.g., fruit flies, European grapevine moth). Other pest programs may achieve success only after decades of effort (e.g., boll weevil, pink bollworm). For some pest programs, eradication is not the desired outcome - containment or limiting the spread is. These include ongoing management programs (e.g., spongy moth, grasshoppers, glassy wing sharpshooter).

All domestic pest programs are improved and supported by periodic review of the scientific advancements, underpinnings, performance measures, and cost/benefit considerations. When the impact of regulatory programs appears to have had limited success, evidence-based assessment can justify continuing, modifying, or eliminating the program. The NPB and PPQ should seek optimization and maximization of existing shared resources to support existing and new and emerging domestic pest programs in the context of limited resources.

RDPPEC Purpose

The RDPPEC provides the platform for NPB and PPQ to objectively review and assess domestic pest programs. Inclusion of independent perspectives can lead to creative solutions for programmatic improvements or alternatives to the existing program.

Working together to evaluate domestic pest programs was identified as a shared priority by the NPB and PPQ. Using a Strategic Alliance Strategic Initiative (SASI), the organizations worked together to develop the process to evaluate domestic pest programs. This joint effort resulted in the RDPPEC.

Scope

The RDPPEC will work from its prioritized list of PPQ domestic pest programs.

Committee Membership

The NPB President and the PPQ Assistant Deputy Administrators (ADAs) appoint committee members. Four members are appointed each by the NPB and PPQ, including an Executive Secretary appointed by PPQ. The PPQ State Liaison also participates in the RDPPEC.

NPB Members

Each NPB member represents one of the four regional plant boards. Each potential member is submitted for consideration to the NPB President by their regional plant board President.

PPQ Members

Membership is comprised of the PPQ State Liaison, an Executive Secretary, and representatives each from Emergency and Domestic Programs (EDP), Field Operations, and Science and Technology. The PPQ State Liaison is appointed by the Deputy Administrator. Each ADA (Senior Executive Service [SES]) appoints a representative from their respective Core Functional Areas.

Co-Chairs

One PPQ member and one NPB member serve as committee Co-Chairs. The designations are made at the time of appointment. The NPB President designates the NPB Co-Chair. The EDP ADA designates PPQ's Co-Chair.

Executive Secretary

The Executive Secretary provides support to the RDPPEC. PPQ and NPB leadership agree to the Executive Secretary appointment.

Ad Hoc Members

The Co-Chairs determine when ad-hoc members will consult with the RDPPEC during reviews. Generally, this is in consultation with the entire RDPPEC.

Committee Term

NPB Representation will be:

Upon appointment by the NPB President, committee members serve until the member requests to step down or the NPB President replaces them.

PPQ Representation will be:

Upon appointment, PPQ committee members serve on the RDPPEC until the member is replaced by their respective Senior Executive Service (SES).

Committee Member Responsibility

To support the RDPPEC's goals and objectives, each member is expected to follow general rules of conduct and contribute to the work and efforts of the RDPPEC. Violation of the rules of conduct may result in removal from the RDPPEC upon recommendation by the Co-Chairs.

RDPPEC members:

- Respectfully communicate with other members.
- Participate and attend regularly scheduled meetings.
- Maintain discretion on sensitive issues until a final decision is made.
- Foster an environment of trust and confidentiality among members.
- Wait for final guidance/notes before sharing discussions from meetings with constituents.

- Fully engage in discussions and contribute to document development.
- Approach decisions as a representative of your constituency.
- Determine priorities for evaluation of pest programs.
- Review pest program evaluation reports and produce recommendations to NPB and PPQ leadership for decisions.

In addition, there are several responsibilities each RDPPEC member will have specific to their role.

Committee Co-Chairs:

- Lead discussion and decision making at the regular meetings.
- When there is not consensus, determine the best course of action (remove, alter or table a recommendation).
- Work collaboratively to develop recommendations or other documents for committee members to consider.
- Provide updates and draft recommendations to NPB and PPQ leadership.
- Maintain the RDPPEC Charter.
- Serve as leaders of the RDPPEC when presenting recommendations and updates.
- Work with the Executive Secretary to add Ad Hoc Members to relevant meetings and documents.

Executive Secretary:

- Manage meeting minutes, action items, scheduling and other administrative functions.
- Manage committee IT access to MS Teams and SharePoint.
- Serve as the point of contact for the CFWG during the review process (document requests, etc.).
- Work with Co-Chairs on agenda development.
- Maintain a comprehensive inventory of existing cooperative domestic regulatory programs.
- Work with Co-Chairs to invite Ad Hoc members as appropriate.

PPQ State Liaison:

- Monitor, track, and update the RDPPEC of document actions.
- Track approvals of recommendation letters.
- Assist with program recommendations to ensure the committee is optimizing its time for overarching program narratives and selection.

Organizational Responsibilities (outside of RDPPEC)

To conduct program reviews the RDPPEC relies on documents and feedback from USDA APHIS PPQ and/or members from the NPB.

National Plant Board responsibilities:

- Provide appropriate and available program information to support the evaluation, including:
 - Program costs,
 - Program manuals,
 - Risk Assessments, and
 - Other details important to the program.
- Provide NPB member representation on the RDPPEC as listed above (Committee Membership).

- Survey members and their relevant stakeholders, industry, and other agencies for information requested by RDPPEC.
- Respond to RDPPEC surveys soliciting feedback on which Pest Programs the RDPPEC should review; and
- Work with PPQ Deputy Administrator, when appropriate, to address RDPPEC's recommendations.

PPQ responsibilities:

- Provide appropriate and available program information supporting the evaluation, including:
 - Program costs,
 - Program manuals,
 - Risk Assessments, and
 - Other details important to the program review.
- Provide PPQ member representation on the RDPPEC as listed above (Committee Membership).
- Respond to information requests from RDPPEC. Coordinate with other agencies, stakeholders and industry, as appropriate.
- Respond to RDPPEC surveys soliciting feedback on which Pest Programs the RDPPEC should review; and
- Work with NPB President, when appropriate, to address RDPPEC's recommendations.

Repository of Documents

All official Committee documents are housed on the PPQ-NPB Partner Net SharePoint Site. Access to the documents by the NPB members will be granted by USDA Customer Level 2 eAuthentication. When a member steps down from the RDPPEC, access to the SharePoint Site is revoked.

Committee's Decision Making

The RDPPEC strives for consensus. If there is an impasse, the Co-Chairs decide on the best course of action to move the committee forward. The RDPPEC conducts program reviews using a Process Framework, which outlines the steps of a program review, how the RDPPEC communicates with the program's CFWG, when to distribute recommendations, and all other processes. The RDPPEC selects pest programs based on defined selection criteria determined by the committee and updated as needed.

Committee Deliverables

The RDPPEC strives to complete a review of at least one Regulated Domestic Pest Program per calendar year. Co-Chairs, however, may initiate additional reviews. If the RDPPEC determines that a program review is not feasible, the Committee communicates the need for information, framework, or other documents needed to fully evaluate the program to the CFWG. The RDPPEC sets a timeframe for receipt of documentation and determines a time to return to assess the program.

- A Review is considered complete when the final documentation of the review and the recommendations developed by the RDPPEC have been forwarded to PPQ Leadership for consideration.
- Routine review and updates to the Committee's Charter and working processes are updated as needed and determined by the RDPPEC Co-Chairs.

- Completed reviews and associated recommendations are maintained on an inventory list that is posted on the NPB's website in the members-only section, in addition to the PPQ SharePoint site.

Scheduled Meeting Times

RDPPEC members are expected to attend regularly scheduled virtual meetings twice a month. These meetings are scheduled based on committee member availability. In person meetings may be held to facilitate committee work.

A Microsoft Teams Meeting invitation is sent by the Executive Secretary for each scheduled meeting time.

Financial Support

NPB members

PPQ provides travel funding to attend in-person meetings through the existing Safeguarding Cooperative Agreement. Meetings are generally held virtually. The RDPPEC may meet in person, which would incur travel costs and NPB committee members may seek reimbursement through normal NPB travel procedures when required. The RDPPEC Co-Chairs should work with the NB President to secure authorization for an in-person meeting.

PPQ Members

PPQ members will follow existing PPQ policies and procedures to support travel. Travel funds will come from local travel accounts.

Approval

This charter formally authorizes this project based on the information outlined in this charter. Should any of this information change throughout the duration of the project, it shall be discussed by NPB and PPQ management and documented in the project SharePoint site. The NPB and PPQ agree to work together to use our respective federal and state authorities, assets, and expertise to facilitate both missions.