

Interagency Relations Committee Updates—April 2018		
Action Item	Status/Accomplishments	Completion Date
Working Group on Roles and Responsibilities		
Developing PPQ organizational charts for communication based on pest/program.	Will reviewing the existing spreadsheet of contacts when the process of communication is better defined; will refine current contact list and validate process and cycle for updating.	September 2018
Develop a process to update PPQ communication organization charts.	See above.	September 2018
Developing guidance document for communication based on role/responsibility within the NPB. Also include how states raise issues to PPQ.	Have developed a draft guidance document for communication within NPB and from NPB to PPQ. Will refine as consultation with group 4 progresses.	August 2018
Developing protocols for communication based on role/responsibility with PPQ	Have developed a draft guidance document to identify communication needs between NPB and PPQ and within the NPB. Will consult with the consultation and engagement group, which is focusing on early and sustained engagement. This group's work will focus on later points in the decisionmaking continuum once regulatory decisions are made.	August 2018
Working Group on Orientation and Training		
Develop an orientation package and mentoring system for new SPROs/SPHDs	Identified modules and methodology for delivery of orientations and trainings. Preparing information regarding PPQ and NPB mentoring opportunities and establishing a process to integrate mentoring into the dialog for new SPROs and SPHDs. (Best Practice Document)	June 2018
Provide orientation training to new SPROs. Include information on: <ul style="list-style-type: none"> a. The NPB website "basement" b. Communication of pest issues among states c. PPQ's communication protocols 		

<p>d. Joint communication protocols and what to expect</p> <p>Federal-State regulatory authorities</p>		
<p>Include PPQ/NPB key partnership-focused topic module on regional and National Plant Board meeting agendas.</p>	<p>Planning to assist in evaluating and revising the content of NPB 101</p>	<p>July 2018</p>
<p>NPB strategic plan – highlight communication protocols</p>	<p>National Plant Board-Board of Directors is reviewing its strategic plan and highlighting communication protocols.</p>	<p>May 2018</p>
<p>Create an outreach tool to be a brief primer on available resources and other factors as they relate to decision making and regulatory response, for NGOs. Highlight successful engagement of NGOs.</p>		
<p>Provide orientation training to new National Operations Managers (NOM), National Policy Managers (NPM), and State Plant Health Directors (SPHD).</p> <ol style="list-style-type: none"> 1. Plant Protection Act 2. Relationship with NPB 3. Communication with NPB 4. Differences between PPQ and NPB and the differences between states 5. PPQ’s communication protocols 6. Joint communication protocols and what to expect 7. Presentations from NPB leadership 	<p>PPQ completed a new State Plant Health Director Orientation (7 attendees) and two National Operations Managers Orientations (30 attendees at two sessions one for new and one for experienced NOMS), with National Plant Board representation present for each to provide an overview of the National Plant Board, the significance of the PPQ and NPB relationship, and communication.</p> <p>Reached out to PDC to review the content of the current (inactive) Plant Protection Act training in AgLearn and work to update and activate it.</p>	<p>July 2017 January 2018</p>
<p>Provide refresher training to existing NOMs, NPMs, SPHDs</p> <ol style="list-style-type: none"> 1. Refresher on importance of 	<p>See above.</p>	

<p>relationship between NPB and PPQ</p> <p>2. Refresher on communication</p> <p>3. PPQ’s communication protocols</p> <p>Joint communication protocols and what to expect</p>		
<p>PPQ’s Cross Functional Managers Group (CFMG) is made up of Science and Technology, Field Operations, Policy Management and the Deputy Administrators office. The CFMG will establish on-boarding norms for Supervisors and above. The CFMG will ensure that on boarding for supervisors and above includes information related to PPQ/NPB working relationship and communication protocols. Within PPQ, it will be the responsibility of supervisors to orient staff to the PPQ-NPB relationships</p>		
Working Group on Protocols and Processes		
<p>Identify a PPQ site for a PPQ/NPB Partnership toolkit.</p>	<p>Documents placed on PPQ and You and NPB “basement.”</p>	<p>October 2017</p>
<p>Explicitly link the compliance and enforcement matrix to the SPHD/SPRO dialog.</p>	<p>Guidance and hyperlinks to the templates included in SPHD-SPRO dialog and posted to PPQ and You and NPB “basement.”</p>	<p>April 2017</p>
<p>Require the SPHD to engage the SPRO in the use of the compliance and enforcement strategies matrix and outreach planning template when there is a local issue. NPB will inform SPROs of PPQ’s requirement.</p>	<p>The Strategic Alliance Working Group on Compliance & Enforcement held refresher calls on the documents with SPHDs and SPROs in October and November 2017. Afterward, AEDs held calls with SPHDs by District to discuss expectations and encourage SPHDs to use as extension of SPHD-SPRO dialog.</p>	<p>March 2018</p>
<p>Validate and reaffirm that existing communication protocols and tools are important and expected to be followed at all levels. Discussions need to occur across CFAs to define best approach. This will be an ongoing discussion as new</p>	<p>Existing protocols have been reviewed and validated, except for pest identification notification protocol, which is currently undergoing review. Plan is needed for how to affirm that the protocols are important and need to be followed (crossover with orientation and training).</p>	<p>Targeting September 2018</p>

protocols are developed or the protocols need to be refreshed.	March 20, 2018 Update: Discussion across CFAs are pending.	
Refresh, update and recirculate the decision framework <ul style="list-style-type: none"> Develop a library of applications of the decision framework Revisit the communication portion of the decision framework	March 20, 2018 Update: The decision framework is only being used by the Regulated Domestic Pest Program Evaluation Committee. Will work with them on how to communicate final decisions. In addition, the working group on Consultation and Engagement is evaluating work flows in Pest Programs and Pest Detection and Emergency Response. These workflows will help identify different points in the process where consultation and engagement can/should occur. The Protocols and Processes working group will assist in development of any needed protocols or guidelines the Consultation and Engagement working group identifies. Consultation and Engagement working group will expand its work to encompass emerging issues in the AQI environment and Protocols and Processes will assist as needed.	Pending outcome of Consultation and Engagement Working Group. Targeting mid-September 2018.
Field Operations (FO) and Policy Management (PM) will work together to review and develop SOPs for managing urgent, domestic, and AQI issues (Including when day to day operational issues need to be elevated for PM coordination).	March 20, 2018 Update: Group has not had an opportunity to convene yet Di will convene group to revisit. This action item is related to the work of the Consultation and Engagement Working Group. See update above.	Targeting September 2018.
The NPB will evaluate its leadership structure to ensure continued continuity through the Executive Secretary and by the development and deployment of training and orientation for new members. Encourage membership to work through NPB leadership structure to raise issues.	Note: There may be some crossover with the Orientation and Training Working Group. March 20, 2018 Update: Met to discuss how NPB leadership communicates internally. Identified 5 areas to address—leadership structure, Executive Secretary, how new members are welcomed and trained and how they're engaged in NPB activities. Prepared preliminary document to address the five areas of focus. Also discussed how to improve SPRO 101. Another call next week to wrap up.	Targeting September 2018.
Working Group on Consultation and Engagement/Emerging Pest Issues		
Developing protocols and processes to support early engagement, sustained communication, and effective decision making on emerging issues	The group has developed workflows at the state and federal level of the high level steps that occur when a pest is identified. The PPQ workflow highlights paths for quarantine and non-quarantine response. It also identifies critical points in the workflow where the SPROs	Targeting June 2018.

	are communicated to and part of decision making. We are in the process of incorporating the QPAS process when pests found in AQI environment (i.e. wood borers in furniture).	
Developing a process to be used by the MT to determine when we would provide support for pests not of regulatory significance.	We have three examples of when USDA support was provided for non-q pests – including the criteria used to make the decision and the types of support provided. We are assembling that information for the use of the MT when faced with such as situation.	Targeting June 2018.
Working Group on Collaborative Outreach		
Develop list of stakeholders and current activities to educate stakeholders about official pest ID process		March 2018
Develop questionnaire to gauge stakeholder knowledge of and engagement with the official pest ID process, determine areas for improvement, and stakeholder information needs		April 2018
Administer survey		May 2018
Analyze survey responses, prioritize stakeholder issues, determine areas for improving communication/outreach		June 2018
Develop communication plan, including determining information materials needed, schedule/frequency of communications, communications methods, etc.		July 2018

Interagency Relations Committee—Working Groups

Action Plan	Champions	Leads	Members
1—Roles and Responsibilities	Matt Travis Larry Nichols	Larry Nichols Steve Crook	Jesse Hardin Kristian Rondeau Jeff Hash Alison Neeley Steven Long (SC) Dan Kenny (OH)
2—Orientation and Training	Wendy Beltz John Caravetta Ann Gibbs	Joe Collins Katie Hough Craig Montgomery	Emily Pullins John Payne PDC (TBD) Ansel Rankin (LA) Julie Van Meter (NE)
3-Protocols and Processes	Paula Henstridge Geir Friisoe	Paula Henstridge Ann Gibbs	Jesse Hardin Matt Travis Craig Southwick Diana Hoffman Ben Hemler (PDC) Erich Rudyj Brian Kuhn (WI) Piera Siegert (NH)
4—Consultation and Engagement/Emerging Pest Issues	Matt Rhoads Scott Pfister Collin Wamsley	Mary Palm Valerie Defeo Dana Rhodes	Billy Newton Patricia Sharp Terry Morris Erin Otto Wendy Jin Ricardo Valdez Evelia Sosa Dustin Grant Tara Holtz Robin Rosenbaum (MI)
5—Collaborative Outreach	Heather Curlett John Caravetta	Heather Curlett John Caravetta	Scott Neitch Kathy Burch Ron French Julie VanMeter