



NAPPO NEW PROJECT SUBMISSION AND APPROVAL PROCESS

PROCESS DESCRIPTION

NAPPO project proposals can be submitted by ...

- any stakeholder (government, industry or other) from the three NAPPO member countries
- existing NAPPO Expert Groups
- the NAPPO Secretariat

STEPS

1. The NAPPO Secretariat announces the open period to receive new project proposals on the NAPPO website.
2. The open period will be 2 months from the time it is officially announced.
3. Announcement is linked to the **Project Proposal Fillable Form** that **must be used** to submit all new project proposals.
4. The completed project proposal form should be submitted by the stated deadline as follows:
 - a. Proposals submitted by a government, industry or other stakeholder from one of the NAPPO member countries should be sent to the NAPPO Advisory and Management Committee (AMC) member for that country; the AMC member will, in turn, submit the proposal form to the NAPPO Secretariat.
 - b. Proposals submitted by an existing NAPPO Expert Group (with full support from EG members from the three NAPPO countries), should be sent directly to the NAPPO Executive or Technical Directors, with a copy to all of the NAPPO AMC members from all NAPPO countries.
 - c. Contact information for the AMC and the NAPPO Directors is provided below.
5. Once the call for new project proposals has closed, proposals are compiled by the Secretariat and shared with the AMC. The AMC will have opportunity to pre-screen the proposals to identify those that should not be considered further (for example, the AMC will determine whether the project meets the criteria for project prioritization, whether the submission is complete, and whether the proposed project falls under the regulatory authority of the NPPOs of NAPPO member country).
6. The NPPO of each NAPPO member country, through their AMC representative, will have 5-6 weeks to review, vet and rank the new project proposals received. Consultation with industry and other stakeholders may take place as needed. Vetting of the projects will refer to, among other things, the criteria for project prioritization.
7. Results of this ranking and projects tentatively identified for inclusion in the work program will be presented by the AMC to the NAPPO Executive Committee for consideration and final decision.

8. The EC will have one more opportunity to consult internally (with their respective NPPOs) before making the final decision on project proposals selected for inclusion in the NAPPO work program. This process, if needed, will take 2 weeks.
9. Letters of congratulation or regrets for each proposal will be prepared by the AMC or NAPPO staff who received the project proposal. A sample letter will be available that can be modified for each project accordingly.
10. Letters will be mailed out electronically by the NAPPO Secretariat.
11. The NAPPO Secretariat will announce the new approved projects and their addition to the work program on the NAPPO website.
12. New NAPPO Expert Groups will be formed. AMC members will identify the experts based on information provided in the project proposal form and following internal country consultation (within the NPPO and with stakeholders).

OFFICIALS RESPONSIBLE

Representing	Name	Role and Affiliation	Email
Canada	Steve Cote	AMC member from CFIA	Steve.Cote@inspection.gc.ca
	Tanya Staffen	AMC member from CFIA	Tanya.Staffen@inspection.gc.ca
United States	Stephanie Dubon	AMC member from APHIS-PPQ	Stephanie.M.Dubon@usda.gov
Mexico	Ana Lilia Montealegre	AMC member from SENASICA-DGSV	Ana.Montealegre@senasica.gob.mx
NAPPO	Stephanie Bloem	AMC member (Chair) from NAPPO	Stephanie.Bloem@nappo.org
	Alonso Suazo	AMC member from NAPPO	Alonso.Suazo@nappo.org

Evaluation Criteria and Other Considerations for NAPPO project prioritization

As the proposal is developed, keep in mind the evaluation criteria listed below. They will be used by the NAPPO Management Team (AMC and EC) to prioritize and rank all proposals.

1. **Project should fit under the mandate/regulatory authority of all NAPPO member country NPPOs.**
2. **Project should advance the phytosanitary capacity of North America.** The project fosters harmonization of phytosanitary measures and the sharing of resources, information and experiences among NAPPO member countries.

3. **Strategic Alignment:** Project should be well aligned with both NAPPO and the member country NPPO's strategic priorities; see below for links to the 2016-2020 NAPPO Strategic Plan and to the websites of the three National Plant Protection Organizations of our member countries.
 - a. NAPPO Strategic Plan - <http://www.nappo.org/english/official-documents/strategic-plan>
 - b. Canada CFIA website - <http://www.inspection.gc.ca/plants/eng/1299162629094/1299162708850>
 - c. United States – APHIS-PPQ website - https://www.aphis.usda.gov/aphis/ourfocus/planthealth/international/sa_phytostandards/ct_ppqrole
 - d. Mexico – SENASICA website – : <http://www.gob.mx/senasica/acciones-y-programas/organismos-y-acciones-de-cooperacion-regional-e-internacional>
4. **Impact:** Project should have harmonization value for North America.
5. **Priority Pests:** Project should focus on pests of concern to NAPPO member countries.
6. **Feasibility - human capital:** Project proposal should clearly indicate availability of technical/scientific expertise from member country NPPOs.
7. **Strategic Value of similar NAPPO projects:** Likelihood that the new proposed project would be successful/useful based on similar past endeavors.
8. **Feasibility- resources:**
 - a. Project proposal should present a complete picture of the project and clearly outline the steps/processes and timelines needed to achieve the project objectives.
 - b. Project proposal should include details on human (how many) and financial (how much) resources are needed for the project.
 - c. Project should be “doable” with current NAPPO Secretariat resources (how many projects can be managed by the NAPPO Secretariat taking into consideration other commitments).