

History of revision

- ED reviewed and made original ink amendments to the document approved in October 2016
- AMC reviewed the document on February 19, 2019 and provided edits and suggestions
- ED incorporated the comments
- AMC re-reviewed the document on March 14, 2019
- ED reviewed the final version, added main responsibilities of the IAG (taken from the Foundational Documents) – which were not part of the original document - and provided it back to the AMC on June 20, 2019 for final review
- AMC members from the U.S. and Canada provided suggested edits between June 20, 2019 and June 30, 2019
- Final document for approval by the NAPPO EC on July 24, 2019
- Ink amendments to adjust title change of Executive Assistant to Administrative Officer made by ED on February 12, 2020
- Ink amendments approved by the NPPO AMC members on March 10, 2020



NAPPO

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

NAPPO CONSTITUTION AND BY-LAWS

CONSTITUTION

The North American Plant Protection Organization (NAPPO) is the Regional Plant Protection Organization (RPPO) for the North American region (Canada, United States, Mexico), created under the authority of Article IX of the International Plant Protection Convention (IPPC) of the Food and Agriculture Organization (FAO) of the United Nations, which came into force on April 3, 1952, and as subsequently amended.

NAPPO operates according to the Cooperative Agreement dated October 17, 2004, which is supplementary to the Plant Protection Agreement originally signed by representatives of Canada, the United States and Mexico on October 13, 1976, in order to promote and secure cooperation in the field of plant protection. Accordingly, NAPPO is accountable to the Senior Regulatory Plant Health Officials in the NAPPO member countries.

BY-LAWS

Article I: Name

NAPPO is the acronym for the North American Plant Protection Organization.

Article II: Secretariat

The NAPPO Secretariat shall be in one of the NAPPO member countries. At the time of revision of this Constitution and By-Laws the address is:

1730 Varsity Drive, Suite 145
Raleigh, North Carolina 27606
United States

Article III: Objectives and Functions

NAPPO is a service organization. Its objectives are to:

- Encourage and facilitate cooperative efforts among its member countries to prevent the entry, establishment and spread of regulated pests and limit the economic impact of regulated non-quarantine pests in the NAPPO region,
- facilitate and promote safe international trade in plants, plant products and other regulated articles; and
- encourage and participate in similar hemispheric and global efforts.

These NAPPO objectives foster a scientifically sound and consistent regulatory framework for safe trade involving plants, plant products and other regulated articles within and beyond the NAPPO region.

NAPPO shall carry out the following functions:

1. Regionally

On a regional level, NAPPO:

- Develops and adopts Regional Standards for Phytosanitary Measures (RSPMs) and other technical documents to harmonize the phytosanitary measures of its member countries in order to facilitate the safe movement and trade of plants, plant products and other regulated articles into and within the NAPPO region,
- provides a forum for government and industry to discuss phytosanitary issues of concern to the NAPPO region,
- provides technical plant health support and advice to regional trade officials, under existing or emerging North American trade agreements involving Canada, the U.S. and Mexico, as needed,
- harmonizes phytosanitary measures in the NAPPO region,
- encourages and facilitates training and capacity development of NAPPO stakeholders to implement NAPPO RSPMs and International Standards for Phytosanitary Measures (ISPMs) adopted by the Commission on Phytosanitary Measures (CPM), the governing body of the International Plant Protection Convention (IPPC),
- encourages appropriate organizations to engage in research or methods development to support NAPPO strategic objectives,
- as appropriate, provides assistance to NAPPO member countries in mediating, presenting and discussing the required technical information to help avoid or settle

- a phytosanitary dispute, and
- collects phytosanitary information from other regions or internationally and reports back on issues relevant to NAPPO member countries.

2. Hemispherically

On a hemispheric level NAPPO:

- Encourages coordinated phytosanitary approaches through active participation in the Inter-American Coordinating Group in Plant Protection (GICSV, based on the Spanish acronym),
- collaborates with other Regional Plant Protection Organizations (RPPOs) and international organizations to implement the objectives of the IPPC and its ISPMs and where appropriate, assists in the development and delivery of training or other assistance to facilitate this goal, and
- encourages dialogue on phytosanitary issues to promote common interests or to provide a mechanism for discussing differences.

3. Globally

On a global level NAPPO:

- Supports the IPPC Secretariat and the CPM by assisting in the development and implementation of ISPMs and other objectives of the IPPC,
- exchanges technical information with other RPPOs and the IPPC Secretariat, concerning all aspects of plant protection,
- encourages cooperative efforts among its member countries to participate in other international initiatives in support of plant protection or phytosanitary priorities of potential interest to the NAPPO region, and
- actively participates in the annual Technical Consultation of RPPOs (TC-RPPO) and other appropriate fora.

Article IV: Members

NAPPO is composed of:

- The National Plant Protection Organizations (NPPOs) of Canada, the United States and Mexico, and
- the Industry Advisory Group (IAG), consisting of one (or more) industry representatives from each member country, nominated by industry in consultation with the NPPO in their own country; IAG members are part of and participate in

NAPPO Management Team meetings and serve as the main link between NAPPO's Executive Committee (EC), Advisory and Management Committee (AMC) and the plant, plant product and other plant related regulated article industries in the NAPPO region;

Article V: Annual Dues

The NPPO of each NAPPO member country shall make an annual financial contribution to support the functioning of the NAPPO Secretariat and the delivery of the NAPPO Work Program. Annual contributions shall be made according to the fiscal year cycles of each member country. The annual contribution of Canada is due on September 1 of each year. The annual contribution of the United States is due on November 1 of each year. The annual contribution of Mexico is due on May 1 of each year.

Article VI: Organizational Structure

The organizational structure of NAPPO includes the Executive Committee (EC), the NAPPO Secretariat, the Advisory and Management Committee (AMC), and the Expert Groups (EGs).

Executive Committee

The NAPPO Executive Committee (EC) is composed of the head of the National Plant Protection Organization (NPPO) of each member country or its authorized delegate(s). In Canada, the representative is the Chief Plant Health Officer of the Canadian Food Inspection Agency (CFIA), or its recognized delegate(s). In the United States, it is the Deputy Administrator of the Animal and Plant Health Inspection Service, Plant Protection and Quarantine of the United States Department of Agriculture (USDA-APHIS-PPQ), or its recognized delegate(s). In Mexico, it is the Director General of Plant Health of the Secretary of Agriculture and Rural Development (SENASICA-SADER) or its recognized delegate(s).

The EC is chaired by the EC member of the country hosting that year's annual meeting, rotating among the three NAPPO member countries. The new chair will assume his/her duties at the close of each annual meeting and will serve in this capacity for one year.

Secretariat

The NAPPO Secretariat is composed of an Executive Director (ED), a Technical Director (TD), a Translator-Interpreter/Technical Writer (TI), an Administrative Officer (AO), and such other staff as may be approved by the EC.

Advisory and Management Committee

The Advisory and Management Committee (AMC) consists of one or more representatives of the NPPO of each member country appointed by their respective governments; the AMC also includes the NAPPO ED (AMC Chair) and the TD.

Expert Groups

NAPPO Expert Groups (EGs) bring together subject matter experts to deliver NAPPO projects that are aligned with the plant health priorities of the NAPPO region. EGs consist of one or more members from the NPPO of each member country and other experts, including industry. EG members are selected by their respective NPPOs based on their specific expertise. The selection of industry representatives is coordinated by the AMC member of each NPPO and the IAG member(s) for that country. The number and composition of specific NAPPO EGs depends on projects approved for the yearly NAPPO Annual Work Program.

Observers or ad-hoc members, including additional industry representatives (not designated as EG members) and other stakeholders (upon request), are encouraged to attend EG meetings and may participate in discussions. Closed EG meetings may be called at the discretion of the EG Chair.

Article VII: Responsibilities of NAPPO Officials

Executive Committee - EC

The main responsibilities of the EC are to:

- a) Provide leadership, counsel and strategic direction for NAPPO,
- b) oversee the activities and performance of the NAPPO ED,
- c) review and provide feedback to their respective AMC members,
- d) approve the NAPPO Annual Work Program and approve appropriate experts to participate in NAPPO EGs,
- e) approve the NAPPO annual budget and review the annual financial statements,
- f) approve NAPPO RSPMs and other NAPPO documents as appropriate, and

- g) report the results of NAPPO activities to the appropriate authorities and stakeholders.

Executive Director - ED

The main responsibilities of the ED are to:

- a) Facilitate the development and agreement of the NAPPO Annual Work Program which reflects the top strategic needs and priorities of the NAPPO member countries,
- b) support the EC and ensure follow-up to the EC directives and decisions established in the NAPPO Strategic Plan and NAPPO Annual Work Program,
- c) manage the NAPPO Secretariat's human and financial resources,
- d) build and maintain long-term relationships with NAPPO stakeholders, including routinely interacting with different industry groups,
- e) chair and support the NAPPO AMC and in cooperation with the TD, direct and support EG processes to implement the approved NAPPO Annual Work Program,
- f) represent NAPPO in various regional and international fora and meetings, and
- g) with EC concurrence and when appropriate in order to support specific NAPPO approved activities and goals, coordinate funding or other voluntary contributions from NAPPO stakeholders that are consistent with NAPPO's legal status in its resident country.

Technical Director - TD

The main responsibilities of the TD are to:

- a) Provide scientific, technical and managerial support to the ED and EGs, and work closely with the AMC,
- b) organize and direct EGs, in cooperation with the ED, to implement the approved NAPPO Annual Work Program; monitor EG progress in achieving the project objectives striving to meet agreed timelines for project delivery; and, report on the status of EG projects to the ED and AMC,
- c) build and maintain long-term relationships with NAPPO stakeholders,
- d) represent NAPPO in various regional and international fora and meetings,
- e) coordinate the preparation of and contribute to the NAPPO Newsletter, and
- f) manage the NAPPO Secretariat in the ED's absence.

Translator-Interpreter/Technical Writer – TI

The main responsibilities of the TI are to:

- a) Translate all NAPPO documents (English to Spanish and Spanish to English),
- b) provide interpretation services at meetings, conference calls and EC meetings, either consecutively or simultaneously,
- c) work with additional translators-interpreters, hired to assist at specific NAPPO events, to ensure that they are well prepared and informed,
- d) develop and maintain a NAPPO lexicon of English/Spanish and Spanish/English equivalent terms used in plant protection,
- e) proof-read all NAPPO documents for editorial and linguistic consistency,
- f) provide back-up administrative as well as secretarial support in the EAs absence, and
- g) perform other duties and work on projects as requested by the NAPPO ED.

Administrative Officer - AO

The main responsibilities of the AO are to:

- a) Build and maintain long-term relationships with NAPPO stakeholders and maintain up-to-date stakeholder mailing lists,
- b) provide financial and administrative support to the ED and the Secretariat,
- c) secure NAPPO data and information by ensuring that it is backed-up appropriately,
- d) assist in the organization and delivery of the NAPPO Annual Meeting, and other NAPPO events as appropriate,
- e) update the NAPPO website as needed,
- f) coordinate meeting schedules, invitations, transportation, and accommodation as needed, and
- g) perform other duties and work projects as requested by the NAPPO ED.

Advisory and Management Committee - AMC

The main responsibilities of the AMC are to:

- a) Formulate strategic recommendations for EC endorsement,
- b) support the EC in coordinating and overseeing the work related to the NAPPO Annual Work Program,
- c) provide feedback on financial and technical documents that will be approved by the EC,
- d) actively participate in the NAPPO new project prioritization and on broader project processes, interacting with the NAPPO IAG, and
- e) review NAPPO documents prior to presentation to the EC for approval.

Additionally, the NPPO representative(s) of the AMC:

- a) Provide support to the EC, ED, and TD in advancing the NAPPO Annual Work Program,
- b) support the placement and orientation of new EG members to NAPPO,
- c) collaborate with the NAPPO ED to ensure ongoing coordination, planning, and communication among all three NPPOs,
- d) actively participate in NAPPO EG calls to remain up to date on work progress or issues that may develop,
- e) serve as NPPO point of contact for NAPPO issues - country consultation, call for new projects, EG member level of engagement, others,
- f) provide leadership in the organization of the NAPPO Annual Meeting program and symposium agenda, particularly when hosted by their country, and
- g) attend regional and international meetings, as appropriate.

Expert Groups - EGs

The main responsibilities of the NAPPO EGs are to:

- a) Understand the objectives and deliverables of their NAPPO project,
- b) actively contribute and share their expertise to advance project objectives,
- c) complete their tasks in a timely fashion, and
- d) report on activities of their respective EG including at the NAPPO Annual Meeting and other venues as appropriate.

Industry Advisory Group – IAG

- a) Participate in strategic planning, priority setting, and discussion of the NAPPO Annual Work Program,
- b) coordinate the active participation of industry members from their country in the call for new projects and bring new topics or issues to the attention of their AMC member,
- c) help coordinate industry participation in NAPPO activities and projects approved by the EC,
- d) communicate with their various industry sectors and bring the interests and concerns of these sectors to the NAPPO Secretariat, EC, AMC, and to the NAPPO Annual Meeting,
- e) support the NAPPO mission and Strategic Plan, and
- f) promote NAPPO within their countries.

Article VIII Appointment/Removal of Officials

The EC members are appointed by their respective governments.

Staffing of the ED position is conducted by the EC. The ED's yearly performance evaluation is conducted by the EC. Appointment is for a three-year term and may be extended by EC approval, or terminated early based on unsatisfactory performance.

Staffing of the TD, TI, AO, and any other Secretariat positions, approved by the EC, is conducted by the ED. Appointments are normally for a three-year term. Yearly performance evaluations are conducted by the ED. The ED may extend their terms or terminate them early based on unsatisfactory performance, following approval by the EC.

Members of the AMC are appointed by their respective NPPOs and their performance monitored by the EC with input from the ED.

NAPPO EG members are identified by the AMC (sometimes with input from the IAG) and approved by the EC member from their respective countries. EGs are disbanded when projects are completed.

Article IX Decision-making

NAPPO decisions are made by consensus and are adopted through the approval of meeting minutes which are kept on file in the NAPPO Secretariat office.

Decisions regarding the expenditure of funds are made by the ED within the limits of the approved NAPPO annual budget.

Article X Frequency of Meetings

NAPPO normally holds its Annual Meeting during October. The annual meeting rotates annually among the three member countries.

The EC participates in NAPPO Management Team meetings alongside the IAG, AMC and NAPPO ED and TD, three times a year. These meetings are generally scheduled in February-March, July and October. They may meet on other occasions as necessary.

The AMC meets frequently throughout the year, either virtually or face-to-face, as budgets allow; face-to-face meetings typically coincide with NAPPO Management Team meetings in March, July, and October.

EGs communicate regularly and meet virtually throughout the year and potentially meet in person, as appropriate.

Article XI Financial Statements

The ED presents annual financial statements to the EC. An independent audit by a qualified accounting firm is conducted every five years or when requested by the EC.

Article XII Publications

NAPPO publications are available in English and Spanish.

Article XIII Amendment of Constitution and By-laws

Amendment of the Constitution and By-laws of NAPPO shall be decided by consensus of the EC.

ENDORSEMENT

This document was approved by the North American Plant Protection Organization (NAPPO) Executive Committee on October 26, 2016 in Montreal, Canada. Ink amendments were made by the NAPPO ED, reviewed by the AMC, and approved by the EC on March 10, 2020. The present version of the document replaces the NAPPO Constitution and By-Laws signed on October 26, 2016.

Approved by:

Greg Wolff
Executive Committee Member
Canada

Osama El-Lissy
Executive Committee Member
United States

Francisco Ramírez y Ramírez
Executive Committee Member
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