



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 (with Canada, the United States, and Mexico as its three member countries), created under the authority of Article IX of the International Plant Protection Convention (IPPC) of the Food and Agriculture Organization of the United Nations (FAO), which initially came into force on April 3, 1952, and was amended in November of 1997.

NAPPO operates according to the Cooperative Agreement dated October 17, 2004, which is supplementary to the North American Plant Protection Agreement (NAPPA) originally signed by representatives of Canada, the United States, and Mexico on October 13, 1976, to promote and secure cooperation in the field of plant protection. Accordingly, NAPPO is accountable to the Executive Committee members of 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 of America

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 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. 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 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 United States, 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 prevent, avoid, or settle a phytosanitary dispute;
- collects phytosanitary information from other regions or internationally and reports back on issues relevant to NAPPO member countries; and
- provides administrative support and facilitates intra-regional cooperation on transboundary pests that affect two or more NAPPO member countries, as appropriate.

2. 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 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. On a global level, NAPPO:

- Supports the IPPC Secretariat and the CPM by collaborating in the development and implementation of ISPMs and other objectives of the IPPC, as appropriate;
- 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 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 among RPPOs (TC-RPPO) and other appropriate forums.

Article IV: Members

NAPPO is comprised 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 NAPPO member country, nominated by industry in consultation with the NPPO in their own country. IAG representatives are part of and participate in NAPPO Management Team¹ meetings and serve as the main link between NAPPO's Executive Committee, Advisory and Management Committee, and the regional industries that fall within the scope of NAPPO activities.

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. To effectively address inflation, increases in annual contributions shall be tied to the Bureau of Labor Statistics Consumer Price Index (South Region) for the 12-month period ending in October of the previous year.

Article VI: Organizational Structure

The organizational structure of NAPPO includes the Executive Committee, the NAPPO Secretariat, the Advisory and Management Committee, and the Expert Groups.

Executive Committee

The NAPPO Executive Committee (EC) is comprised of senior officials from the NPPO of each member country or their authorized delegate(s). In Canada, the representative is the Senior Director, Plant Export Division 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

¹ The NAPPO Management Team or NMT is comprised of the NAPPO Executive Committee (EC), the NAPPO Advisory and Management Committee (AMC), the Industry Advisory Group (IAG), and the NAPPO Secretariat.

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 National Service of Sanitation, Food Safety and Agri-food Quality, Secretary of Agriculture and Rural Development (DGSV 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 their duties at the close of each annual meeting and will serve in this capacity for one year.

Secretariat

The NAPPO Secretariat is comprised of a Chief Scientist (CS), a Technical Director (TD), a Translator-Interpreter/Technical Writer (TI), a Senior Administrator (SA), and such other staff as may be approved by the EC.

Advisory and Management Committee

The Advisory and Management Committee (AMC) is comprised of one or more representatives of the NPPO of each member country appointed by their respective governments; the AMC also includes the NAPPO CS (who serves as the AMC Chair) and TD.

Expert Groups

NAPPO Expert Groups (EGs) bring together subject matter experts to deliver projects that are aligned with the plant health priorities of the NAPPO region. EGs are comprised of one or more members from the NPPO of each member country and other experts, including industry, as appropriate. 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 representatives for that country. The number and composition of specific NAPPO EGs depends on projects approved for the 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 hiring process and appoint the NAPPO CS;
- c) oversee the activities and performance of the NAPPO CS;
- d) liaise and provide feedback to their respective AMC members;
- e) approve the NAPPO Annual Work Program;

- f) approve the NAPPO annual budget and review the biannual financial statements;
- g) approve NAPPO RSPMs and other NAPPO documents as appropriate; and
- h) report the results of NAPPO activities to the appropriate authorities and stakeholders.

Chief Scientist - CS

The main responsibilities of the CS are to:

- a) Facilitate the development and agreement of the NAPPO Annual Work Program, which reflects the top strategic needs and priorities of NAPPO member countries;
- b) support the EC and ensure follow-up to 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 forums and meetings such as the IPCC CPM and the annual TC-RPPO; and
- g) with EC concurrence, 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 CS and EGs, and work closely with the AMC;
- b) organize and direct EGs, in cooperation with the CS, to implement the approved NAPPO Annual Work Program;
- c) 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 CS and AMC;
- d) build and maintain long-term relationships with NAPPO stakeholders;
- e) represent NAPPO in various regional and international forums and meetings, as appropriate;
- f) coordinate the preparation of and contribute to the NAPPO Newsletter;
- g) manage the NAPPO Secretariat in the CS's absence; and
- h) perform other duties and liaise work on projects as requested by the NAPPO CS.

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 at meetings, either consecutive or simultaneous, as appropriate;
- 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 SA's absence; and
- g) perform other duties and work on projects as requested by the NAPPO CS.

Senior Administrator - SA

The main responsibilities of the SA 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 NAPPO CS and the Secretariat;
- c) support additional financial and administrative arrangements with NAPPO member countries;
- d) ensure NAPPO data and information is secured appropriately;
- e) assist in the organization and delivery of the NAPPO annual meeting, and other NAPPO events as appropriate;
- f) update the NAPPO website as needed;
- g) coordinate meeting schedules, invitations, transportation, and accommodation as needed; and
- h) perform other duties and work projects as requested by the NAPPO CS.

Advisory and Management Committee - AMC

The main responsibilities of the AMC members 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, including the selection and approval of subject matter experts to serve in NAPPO EGs;
- c) provide feedback on NAPPO financial and technical documents;
- d) actively participate in the NAPPO new project prioritization and other project processes, including consulting and seeking input from the NAPPO IAG; and
- e) review NAPPO documents prior to presentation to the EC for approval.

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

- a) Provide support to the EC, CS, 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 CS 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, etc.;
- 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 EG members 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

The main responsibilities of the IAG representatives are to:

- 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.

The EC oversees the hiring process, appoints the NAPPO CS, and conducts the CS's yearly performance evaluation. The CS appointment is for a three-year term and may be extended by EC approval or terminated based on unsatisfactory performance.

The CS is responsible for hiring the TD, TI, SA, and any other Secretariat positions approved by the EC. Appointments are normally for a three-year term. The CS conducts yearly performance evaluations and may extend or terminate Secretariat staff based on unsatisfactory performance, in consultation with the EC.

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

NAPPO EG members are sourced and confirmed by the AMC with input, as appropriate, from the IAG and the EC. 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 CS within the limits of the approved NAPPO

annual budget.

Article X Frequency of Meetings

NAPPO normally holds its annual meeting during the fourth quarter of the calendar year. The meeting location and host country rotates annually among the three member countries.

NAPPO Management Team (NMT) meetings occur three times a year and are generally scheduled in February-March, June-July, and on the margins of the Annual Meeting. The NMT may schedule additional meetings, 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 NMT meetings.

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

Article XI Financial Statements

The CS presents annual financial statements to the EC. In lieu of an independent audit, a financial review is conducted by a qualified accounting firm every other year. An independent audit may be requested by the EC at any time.

Article XII Publications

NAPPO publications are made available in English and Spanish.

Article XIII Amendments to the Constitution and By-laws

Amendments to the NAPPO Constitution and By-Laws shall be reviewed by the AMC and approved by the EC.

ENDORSEMENT

The NAPPO Constitution and By-Laws was approved by the North American Plant Protection Organization EC members on October 26, 2016, in Montreal, Canada.

The latest ink amendments were made by the outgoing NAPPO Executive Director, reviewed by the AMC on May 29, 2024, and approved by the EC on May 30, 2024. The present version of the document replaces the NAPPO Constitution and By-Laws signed on October 26, 2016.

Approved by:

Steve Côté
Executive Committee Member
Canada

Ibrahim Shaqir
Executive Committee Member
United States

Francisco Ramírez y Ramírez
Executive Committee Member
Mexico

Revision History

- ED reviewed and made ink amendments to the document approved in Oct. 2016.
- AMC reviewed on Feb. 19, 2019, and provided edits and suggestions.
- ED incorporated AMC comments.
- AMC reviewed the edits on Mar. 14, 2019.
- ED reviewed final version, added main responsibilities of the IAG (taken from the Foundational Documents) – which were not part of the original document - and provided it to the AMC on Jun. 20, 2019, for final review.
- AMC members from the U.S. and Canada provided suggested edits between Jun. 20-30, 2019.
- Final document presented for approval by the NAPPO EC on Jul. 24, 2019.

- ED ink amendments adjusting title of Executive Assistant on Feb. 12, 2020.
- Ink amendments approved by AMC NPPO members on Mar. 10, 2020.

- ED ink amendments made on Dec. 05, 2022, to
 - Adjust title of Administrative Officer
 - Indicate that yearly member contributions will be tied to the Bureau of Labor Statistics Consumer Price Index (South Region), for the 12-month period ending in October of the previous year.
- AMC final review of ink amendments and incorporation of AMC suggested edits on Feb. 15, 2023.
- Final document presented for approval by the NAPPO EC on Mar. 8, 2023.
- Outgoing ED ink amendments on May 15, 2024 to
 - reflect change in title from Executive Director to Chief Scientist
 - update title of the Canadian Executive Committee representative
- Ink amendments reviewed by the AMC and approved by the EC on May 30, 2024.