

Consultative Committee on Emergency Plant Pests

Operating Guidelines

Revision history

Version	Date issued	Amendment Details	
		Section(s)	Details
draft	-	All	Issued for comment to all Parties November 2013
1.0	2 Sep 2014	All	New document. Parties' comments post May 2014 EPPRD Parties meeting included. Distributed out of session for endorsement August 2014.

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1. Introduction

The Emergency Plant Pest Response Deed (EPPRD) describes the Consultative Committee on Emergency Plant Pests (CCEPP) as 'the key technical coordinating body providing the link between the Commonwealth, States/Territories, Industry, Plant Health Australia and the National Management Group (NMG) for Plant Pest emergencies¹. This document (the Guidelines) provides detailed information to CCEPP members (the members) and observers on the operations of the CCEPP. Further information on the operational aspects of managing a response to an Emergency Plant Pest (EPP) Incident is outlined in the EPPRD and PLANTPLAN. References to these documents have been included in these Guidelines where applicable.

Due to the need for rapid response by Parties to an Incident there will be occasions when CCEPP and NMG representatives are required to meet at short notice, with little time to consider their role as detailed under the EPPRD. Therefore members should use these Guidelines to develop internal work instructions specific to the needs of their industry or agency, to assist them in responding effectively.

Timing for a variety of actions is mentioned in the Guidelines. As the CCEPP is involved in response to an Incident there may not always be extended periods of time in which to distribute papers or information. Time allowed must always be reasonable in relation to the volume of material to be considered so not to erode the value of a CCEPP. Members should be aware of this and attempt to ensure not only that information is disseminated as rapidly as possible but also consultation to support decisions and actions is carried out rapidly.

2. Terms and definitions

EPPRD terms and proper nouns have been capitalised

Term	Acronym	Definition
Department of Agriculture		Australian Government Department of Agriculture
Chief Plant Health Manager	CPHM	Individual holding the position of Chief Plant Health Manager, or his/her equivalent, of a State or Territory.
Chief Plant Protection Officer	CPPO	Individual holding the position of the Chief Plant Protection Officer of the Commonwealth of Australia.
Confidential Information		See Section 5.
Consensus		See Section 7.3.
Emergency Plant Pest	EPP	As defined in the EPPRD.
Emergency Plant Pest Response Deed	EPPRD	Government and Plant Industry Cost Sharing Deed in respect of Emergency Plant Pest Responses.
Incident		The occurrence of a confirmed or reasonably held suspicion of an EPP or of an unclassified Plant Pest which is reasonably believed to be an EPP (not including a Plant Pest investigation where the provisional finding or diagnosis is that the Plant Pest is established)
Lead Agency		The agency(s) of the State(s) or Territory(s) which are responsible for leading the conduct of a Response Plan

¹ EPPRD Schedule 8 Clause 2.1

Term	Acronym	Definition
		(because of the occurrence of an Incident within their State(s) or Territory(s).
Response Plan		An integrated plan for undertaking a response to an EPP that is, in accordance with Part 1 of Schedule 4 of the EPPRD, developed by one or more State or Territory CPHM(s), endorsed by the CCEPP and approved by the NMG and which is subject to Cost Sharing in accordance with the EPPRD. The Response Plan may include Emergency Containment actions so as to enable the payment of Owner Reimbursement Costs and Cost Sharing if considered appropriate by CCEPP and approved by NMG.
Scientific Advisory Panel	SAP	A panel of experts appointed by the CCEPP to provide information on various aspects of the EPP response, including pest biology, diagnostic methods, surveillance systems and pest epidemiology.
surveillance		A systematic examination and testing of plants or an area to determine the presence or absence of an EPP.

3. Terms of Reference

3.1 CCEPP

As noted in the Introduction the CCEPP is the key technical coordinating body for response to an Incident, providing the link between the Commonwealth, States/Territories, Industry, Plant Health Australia and the NMG. Its role is to effectively and efficiently coordinate the national technical response to EPPs, and to advise meetings of the NMG on EPP issues in accordance with the EPPRD. The CCEPP is not a standing committee or a legal entity. It only convenes in relation to a known or suspect EPP² and has no responsibilities outside the EPPRD.

Under the EPPRD in addition to providing technical advice to the NMG the CCEPP has specific responsibilities. The following list is taken directly from the EPPRD³:

- receive formal notifications from government Parties on Incidents;
- determine if the Incident concerns an EPP;
- advise the NMG if a Response Plan is required;
- make recommendations to the NMG in respect of the detail of a Response Plan;
- consider regular reports on progress of a Response Plan and develop a Consensus⁴ on further actions required;
- having regard to any baselines agreed pursuant to clause 14.1.2, advise the NMG in respect of clause 9.1.1(b) as to the investigation and diagnostic costs that are relevant and reasonable in the circumstances of the Incident Definition Phase of the Response Plan;
- provide regular consolidated reports to the Affected Parties, and to the NMG, on the status of a Response Plan;

² EPPRD Schedule 8 Clause 2

³ EPPRD Part 2 of Schedule 8

⁴ A Consensus decision can be made to present one or more views or courses of action to the NMG.

- in circumstances where rapid eradication of an EPP is judged no longer feasible, provide advice and recommendations to NMG on when Cost Sharing should no longer apply and on options for alternative arrangements;
- determine and advise the NMG when an EPP has been eradicated under a Response Plan; and
- recommend when proof of freedom has been achieved following the successful implementation of a Response Plan.

While these specific responsibilities are listed in the EPPRD, it is not an exhaustive list and at times the CCEPP may be required to undertake other tasks relating to responses to Incidents. They may also advise NMG on economic and financial elements of a response.

3.2 NMG

For the convenience of members the terms of reference of the NMG⁵ are included at Appendix 1. Members should be familiar with the role and responsibilities of the NMG in order to ensure issues relevant to NMG considerations are addressed to the extent possible within the CCEPP.

4. Conflict of interest

Where a CCEPP participant potentially has a material, personal or financial interest in a matter that is before the CCEPP, this should be declared at the start of the first meeting in which they participate or when a potential conflict of interest first emerges. If a conflict of interest is declared then the CCEPP Chair and members must determine what procedures should be used to manage this, for example whether it is sufficient that all participants are aware of the conflict or if there is a need to restrict access to confidential information.

5. Confidentiality

Subject to any legal obligation requiring release of information, all matters discussed at a CCEPP meeting are confidential and must not be released to the public without the approval of the CCEPP. The EPPRD defines 'Confidential Information' as

"...all know-how and commercially valuable or sensitive information (in whatever form) disclosed by a Party to one or more other Parties for the purposes of this Deed, but does not include information that:

- (a) Is already in the public domain or, after the date of this Deed, becomes part of the public domain otherwise than as a result of an unauthorised disclosure by the receiving Party or its representatives;*
- (b) Is or becomes available to the receiving Party for a third party lawfully in possession of that information and which has the lawful power to disclose such information to the receiving Party on a non-confidential basis; or*
- (c) Was in the lawful possession of the receiving Party without restrictions as to its use or was developed independently by the receiving Party (as shown by its written record or other evidence) prior to the date of disclosure to it under this Deed."*⁶

Industry representatives, and observers, technical experts and other participants must sign a Confidentiality Deed Poll (planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf) prior to participation in any activities relating to the EPPRD⁷. Government representatives are automatically bound by privacy provisions under their respective public service/government employment Acts although they may choose to sign a Confidentiality Deed Poll.

⁵ EPPRD Part 1 of Schedule 8

⁶ EPPRD clause 29.1.1

⁷ EPPRD Schedule 9

6. CCEPP structure

6.1 Membership

6.1.1 Standing members

In this context 'standing member' means those persons who are obligated to attend CCEPP whether the Plant Pest is of immediate concern to them or not.

The Chair of the CCEPP is the Chief Plant Protection Officer (CPPO), Australian Government Department of Agriculture. The CPPO convenes the CCEPP and has the right to vote⁸.

Other standing members of the CCEPP are:

- All State and Territory Chief Plant Health Managers (CPHMs) or their equivalent, or nominees.
- A representative from each of the Department of Agriculture areas with expertise in biosecurity policy and biosecurity operations⁹ – (non-voting).
- A representative from Plant Health Australia (PHA) (non-voting)¹⁰.

In practice from time to time standing members may need to provide a nominee to present their view and vote. This should not be undertaken lightly as the authority and policy expertise rests with the CPHMs and without that experience and authority the CCEPP may struggle to reach decisions. There is also a minimum level of training required as any personnel who participate in the CCEPP must do so in accordance with the terms of the EPPRD¹¹. If there is a delegation of authority then the delegate must be provided before the meeting to the CCEPP Secretariat (the Secretariat) who will inform the CCEPP. In addition any nominees should be fully briefed and conversant with the EPPRD and PLANTPLAN. The EPPRD does not provide for a nominee to be used for the CPPO however a person acting in the role of the CPPO may also act as CCEPP Chair.

As custodians of the EPPRD PHA ensures compliance with the provisions of the EPPRD and provides advice to members on actions in relation to the EPPRD.

6.1.2 Affected Industry Parties

Once a CPHM notifies the CPPO of an Incident (see Section 7.1), the Secretariat will forward a list of the known hosts for the detected pest to PHA who will then provide advice on Affected Industry Parties, based on this host list and drawn from EPPRD signatories. PHA will provide contact details for the potentially Affected Industry Parties as well as advice on whether the pest is a High Priority Pest and if it has been categorised.

The Affected Industry Parties are obliged to join the CCEPP for any Incident affecting their crop sector and they have the right to vote. Representatives of the Affected Industry Parties must have the appropriate training¹², expertise and authority to allow them to participate fully in CCEPP. The EPPRD also provides for the Affected Industry Parties to include a nominated technical representative in attendance at the CCEPP¹³.

⁸ EPPRD Schedule 8 Clause 3.1

⁹ These representatives provide advice on trade impacts and are referred to in the EPPRD as Biosecurity Australia and AQIS although these terms are now out-dated

¹⁰ EPPRD Schedule 8 Clause 3.2

¹¹ EPPRD Clause 15

¹² EPPRD Clause 15

¹³ EPPRD Schedule 8 Clause 3.3

6.2 Observers

The EPPRD allows for the attendance of observers although numbers must be kept to a minimum and observers are not to be party to decisions¹⁴. All attendees should be announced and recorded in the minutes as present. The behaviour of observers is the responsibility of the inviting CCEPP member who must ensure that the observers abide by these guidelines and not interfere with the conduct of the meeting or any decision making. All observers, who are not government employees, must sign a confidentiality deed poll and lodge it with PHA prior to the CCEPP meeting. For details of the deed poll see Section 5.

There are four classes of observer as outlined below.

6.2.1 Industry Parties

Any Industry Parties that represent growers whose crops might be impacted by a Response Plan must be invited to participate as observers.

6.2.2 Relevant health, environment, amenity expertise

As the EPPRD principally covers primary production in agriculture the CPHM may not have the necessary expertise to cover other affected sectors. Therefore the CCEPP may request the attendance of a person with appropriate expertise if it is felt that required information cannot be supplied by members.

6.2.3 Technical assistance to members

Technical advisers within jurisdictions and/or industry may attend CCEPP meetings to provide advice to relevant members or when asked by a CCEPP member.

6.2.4 Capacity building

Members may invite officers from their organisation in order to ensure that knowledge of both the specific Incident and the conduct of a CCEPP meeting are built up within their organisation.

6.3 Administration and Secretariat

Administration and secretariat for the CCEPP is provided by the Department of Agriculture as the Party which provides the Chair of the CCEPP¹⁵. The CCEPP Secretariat is responsible for the efficient operation of CCEPP business including collation, circulation and maintenance of documentation; arranging CCEPP meetings and their agendas; preparing meeting records, minutes and action lists for each of the Affected Parties; and preparing reports for NMG.

The Secretariat, in conjunction with PHA, must ensure that all participants in CCEPP have signed the appropriate documentation regarding confidentiality prior to participation in meetings.

7. Meetings

The CCEPP's role, from the EPPRD is:

"To effectively and efficiently co-ordinate the national technical response to EPPs, and to advise Meetings of the NMG on EPP issues in accordance with this Deed."¹⁶

The CCEPP has a pivotal role in:

- determining if the Incident relates to an EPP (refer Appendix 2);
- recommending a response be implemented or otherwise;
- ensuring the Response Plan is technically appropriate;
- reviewing progress of the response; and

¹⁴ EPPRD Schedule 8 Clause 3.4

¹⁵ EPPRD Schedule 8 Clause 3.5.2

¹⁶ EPPRD Schedule 8 Clause 2.1.1

- the development of consistent communication strategies.

This work is done through the medium of meetings. The term 'meeting' in this context can mean:

- email;
- teleconference; or
- face to face meeting.

The primary focus of these meetings is the review and analysis of complex technical, policy, regulatory and industry data to construct recommendations on feasibility, implementation of a response and confirmation of eradication.

Sections 7.4 and 7.5 as well as Appendix 2 give some guidance on items for discussion during CCEPP meetings. Whilst there are a number of phases in a response to an Incident¹⁷ the core information required by CCEPP relates to before and after the endorsement of the Response Plan.

7.1 Incident Notification/Convening

The basis for convening the CCEPP is the detection of a Plant Pest confirmed or reasonably believed to meet the definition of an EPP. Under the EPPRD once a jurisdiction becomes aware of the detection of a possible EPP formal notification must be given to the CCEPP within 24 hours¹⁸. Failure to notify within this timeframe may lead to a situation where the jurisdiction receives no payment for their actions in relation to the detection¹⁹.

The CPHM of the relevant jurisdiction will notify the CPPO and complete a Preliminary Information Data Sheet (PIDS) (planthealthaustralia.com.au/plantplan). This is sent to the Secretariat for immediate distribution to all members.

There is no requirement that a PIDS must be available before the CCEPP meeting is convened. If there are factors such as urgent information or action requirements relating to a new Incident then the initial meeting may be held prior to the PIDS being completed and distributed. In this instance the Secretariat will distribute all available information to members prior to the meeting.

When convening a meeting the Secretariat should communicate with the Lead Agency and the Affected Industry Parties to ensure their availability.

7.2 Quorum

There is no minimum number of members (quorum) required to be in attendance before the CCEPP can conduct its business. The definition of "Consensus"²⁰ and Schedule 8²¹ indicates that if a Party who is eligible to be present was invited appropriately and is not present, then the CCEPP is still properly constituted and can make a decision.

7.3 Decision making

The CCEPP makes decisions based on consensus defined in the EPPRD as:

"...in respect of a decision to be taken on an issue, that none of those persons present when the decision is taken are opposed to it, although:

- *persons present during the discussion may have expressed contrary views;*

¹⁷ PLANTPLAN Chapter 4.

¹⁸ EPPRD clause 4.1.1

¹⁹ EPPRD clause 4.2.1

²⁰ in clause 1 "those Parties present" and "some entitled to be present may not be present"

²¹ decisions by Consensus

- *achieving the consensus may have required a measure of compromise to ensure a workable outcome.]; and*
- *some entitled to be present may not be present and some may abstain from participating in the decision.”²²*

While CCEPP should make every attempt to reach consensus, where consensus on a decision cannot be reached the CCEPP can agree to present one or more views or courses of action to the NMG.

7.4 Initial meeting

The initial CCEPP meeting following notification of an Incident must be held as soon as possible. There may not be enough information to hand at the time to formulate a response plan or to make final decisions about the status of the EPP however the following can occur:

- provision of assistance to the Lead Agency with advice on diagnostics, delimiting surveillance, extent of industry, quarantine etc;
- assurance to other Parties that necessary actions are occurring whilst diagnostics and other information are being finalised;
- advice to all Parties on international and interstate trade implications;
- advice to industry on actions and information that can be discussed with their members; and
- communications as necessary for the Lead Agency and the Affected Industry Parties to enable a common message to be used to both industry and the media.

A list of issues that should be discussed or considered in the context of the initial CCEPP meeting is outlined in Appendix 2 and may spread over a number of meetings depending on availability of information. The main items are:

- Summary of diagnostic results and what additional tests are required – *CPHM*.
- Summary of survey information and quarantine action at the property, and intrastate movement controls – *CPHM*.
- Whether the pest has been identified in Industry Biosecurity Plans (IBPs) or categorised as part of the EPPRD – *PHA*.
- Details of the biology of the pest/pathogen including its host range, economic impact and opportunities for eradication – *CPHM*.

7.5 Subsequent CCEPP Meetings

The information presented at subsequent CCEPP meetings will vary depending on the stage that the response has reached. A comprehensive list of possible information and issues that may be covered is outlined in Appendix 2 of these Guidelines.

7.6 Agenda

There is a standard agenda (Appendix 3) that can be amended as required and is distributed to members by the Secretariat. Within the dictates of a response to an Incident members should receive sufficient notice to allow them to access any required information, as well as make changes to the agenda if necessary.

7.7 Papers

Papers relating to a response or interpretation of the EPPRD will be distributed as required to the members. Papers should be forwarded to the Secretariat in time for them to be distributed giving members sufficient time to consider the information and their actions. This means where possible at least 2 business days prior to a meeting. As with the agenda it is important for members to be able to access information within their jurisdiction/industry that

²² EPPRD clause 1 Definition of 'Consensus'

may relate to specific issues raised in meeting papers. Where papers are distributed immediately before a meeting the possibility of not reaching a decision is greatly increased.

7.8 Minutes

The Secretariat is responsible for completing a record of CCEPP meetings, and may record meetings to facilitate the writing of accurate minutes. Distribution of actions, outcomes and minutes arising from a meeting is critical to the effective and efficient response to an Incident. The Secretariat should aim to meet the following timeframes:

- Actions and outcomes within 2 hours of the CCEPP meeting
- Draft Minutes within 1 business day of the CCEPP meeting
- Final Minutes within 2 business days of distribution of the draft minutes

To assist with the above timelines as well as CCEPP understanding of the actions and outcomes, the Chair should provide a brief summation of outcomes at the end of each meeting.

These timelines also impact on members. If members wish to comment on draft minutes before they become final they must comment within the timeframe unless a request for an extension is provided to the Secretariat. If no comment is received then members will have agreed to the final minutes and may not request further amendments.

7.9 Advice to NMG

NMG is the decision making authority for the commencement and cessation of eradication responses under the EPPRD and the cost-sharing arrangements that apply.

The CCEPP advises the NMG in relation to notifications and responses including providing recommendations on whether a response should proceed. The timing of this advice will depend on the status of the Plant Pest and the phase of the EPP response.

The initial matters for the CCEPP to address in its advice to the NMG are the diagnosis and impacts of the Plant Pest, its delimitation and likelihood of eradication. Recommendations from the CCEPP to the NMG must contain sufficient evidence and analysis to allow the NMG to reach an informed decision. For example a recommendation that the Incident involves an EPP should detail the reasoning/EPPRD definitions/biology behind it. A recommendation to undertake a response or a request for approval for a response plan will be based on discussion within the CCEPP and will be provided to NMG as soon as practicable.

NMG will meet at the earliest time possible, having regard to the stage of the response and the matters for consideration. For example, an initial NMG at the outset of a response may proceed with some urgency with subsequent meetings regarding the ongoing response being arranged on a more routine basis. Where possible, papers should be provided to the NMG Secretariat for distribution 2 business days prior to the subsequent meetings regarding a response. It is recognised that during an emergency response NMG may need to proceed on the information available at the time.

Plant Pests for which the CCEPP agrees to take no action will be notified to NMG in a biannual out of session paper in January and July. This paper will be drafted by the Secretariat and approved by the CCEPP. This paper will also contain the current status on any responses underway at the time.

7.10 Public information

7.10.1 General Talking Points

Talking points may be prepared subsequent to meetings to ensure that a common message is used by all members. The National Communications Network (NCN), including

representatives from the relevant Affected Industry Parties will coordinate the drafting of talking points and developing communications strategies. Where required, talking points will be drafted as soon as possible after the meeting and distributed by the Secretariat for immediate comment by members. As CCEPP is the coordinating body for responses to Incidents it must be involved in any development and distribution of information relating to an Incident. Media releases from each Affected Party and resulting media from interviews should be shared with all members of CCEPP.

7.10.2 Industry Specific Communications

At the CCEPP there will be discussion on industry specific communications so industry representatives are aware of what information is appropriate to use when discussing the response to an Incident with their members.

7.11 International notification

The International Plant Protection Convention (IPPC) is a multilateral treaty under the Food and Agricultural Organisation of the United Nations (FAO). The IPPC requires contracting parties to cooperate in the exchange of information on plant pests, particularly the reporting of the occurrence, outbreak or spread of pests that may be of immediate or potential danger, in accordance with such procedures as may be established by the Commission. The CPPO, as Australia's official contact point for the IPPC, is responsible for ensuring that these obligations for pest reporting are met.

To comply with reporting requirements the CCEPP will be asked to consider draft notifications to the IPPC during the course of an Incident. This is a standing agenda item for meetings and may include incidents that don't proceed to eradication depending on the significance of the Plant Pest to Australia's pest status and its impact on trade. In the event of eradication the CCEPP will be asked to consider a draft notification to the IPPC advising the eradication of the EPP.

Additionally depending on protocol requirements, international trading partners may require notification of changes to Australia's plant health status. This is the responsibility of the Department of Agriculture and not a role of the CCEPP.

7.12 Other Considerations

7.12.1 Face to Face Meetings

Although currently emails, followed by teleconferences, are the most common methods of 'meeting' for the CCEPP, post response debriefs have shown that consideration should be given to face to face meetings. At the beginning of a response to an Incident or at pivotal times during a response it has been found valuable to hold a face to face meeting which includes a field trip to the area/property affected by the EPP. By seeing the spread of the EPP and noting how and where it affects the host crop, members may be more able to determine the best possible response.

8. Scientific Support

8.1 Diagnostics

Information on laboratory standards for sampling procedures, protocols for transport, diagnosis and confirmation of EPPs as well as the engagement of overseas experts and chain of evidence is covered in PLANTPLAN and relevant supporting documents (planthealthaustralia.com.au/plantplan) and must be followed by participating laboratories in all jurisdictions.

8.1.1 Protocols

Where available, endorsed Diagnostic Protocols should be used to test samples. The CCEPP will consult with the Subcommittee for Plant Health Diagnostic Standards (SPHDS) to

determine if such a protocol exists or is going through the validation process. If such a protocol does not exist then SPHDS will advise on the existence of any international or draft procedure to be used. Any diagnostic protocol developed throughout the incident should be provided to SPHDS to progress through the national approval process.

8.1.2 Timely provision of information

Laboratory results should be provided by state/territory laboratories to the Lead Agency CPHM in writing and as rapidly as possible. The Lead Agency CPHM will provide them to the Secretariat who will disseminate the results to members of the CCEPP as soon as possible.

8.2 Surveillance

Where available, nationally approved surveillance protocols should be used to delimit the area of infestation by the EPP and to determine if it is present in other areas/jurisdictions. The CCEPP will consult with the Subcommittee on National Plant Health Surveillance (SNPHS) to determine if protocols exist or to request assistance in determining the appropriate level of surveillance for specific EPPs. PLANTPLAN and its supporting documents (planthealthaustralia.com.au/plantplan) provide guidance for delimiting surveys and zoning around infested, contact and suspect premises for use when planning and conducting suspected or confirmed EPP surveillance activities.

Where CCEPP endorses a surveillance protocol under a Response Plan, consideration should be given to referring the protocol to SNPHS as a candidate as an agreed protocol for future use.

8.3 Scientific Advisory Panel

If the CCEPP requires advice on a particular aspect of a response it may convene a Scientific Advisory Panel (SAP). A SAP covers complex technical issues which may relate to pest biology, feasibility of eradication, surveillance, destruction and/or recovery. The SAP is chaired by PHA and comprises specialists with expertise from the required field. Representation from all Affected Parties is by self-nomination and not obligatory.

If a SAP is required then the CCEPP will develop specific questions for it to answer. The SAP makes recommendations to the CCEPP which will then consider these in conjunction with other aspects of the response such as policy, financial and other technical information. These are recommendations only and the CCEPP is not obliged to accept them. Once the CCEPP has reached a decision on the matter in question the Secretariat will inform the SAP through the Chair of the SAP what that decision is and the reasons behind it.

8.4 Research and development activities

As part of a Response Plan the CCEPP may identify research needs and facilitate and monitor completion of research projects. Such projects may include urgent research necessary to progress diagnostics and support surveillance and proof of freedom. In terms of ownership of information and Intellectual Property any research carried out as part of a cost shared Response Plan is not considered the property of an individual or jurisdiction.

The release of any research carried out as part of a cost shared Response Plan requires the consent of the CCEPP.

9. Review

Parties may request that PHA review the CCEPP Guidelines at any time to ensure that the CCEPP continues to meet the needs of Parties in the most effective way.

10. Related documents

PLANTPLAN: Australian Emergency Plant Pest Response Plan

11. Appendices

- Appendix 1 Terms of Reference – NMG
- Appendix 2 Information to be included at CCEPP meetings

Appendix 1 Terms of Reference – NMG

The NMG will:

- (a) receive advice from the CCEPP on technical issues relating to an EPP or a Response Plan;
- (b) receive regular reports from the CCEPP, including budgeted, committed and actual expenditure on a Response Plan;
- (c) have responsibility for the key decisions in a Response Plan, including:
 - (i) the approval of a Response Plan, which includes an indicative budget;
 - (ii) the review of a Response Plan where the NMG believes the cost may exceed the Agreed Limit;
 - (iii) having regard to the advice of the CCEPP and pursuant to clause 9.1.1(b), the determination of the relevant and reasonable investigation and diagnostic costs of the Incident Definition Phase;
 - (iv) the setting of an upper limit on expenditure from time to time, at a level less than the Agreed Limit, below which Response Plan expenditure may be committed by the Lead Agency(s) without reference to the NMG;
 - (v) the determination of whether a Party or other person has acted appropriately in the matter of reporting of an EPP;
 - (vi) a determination that an EPP has been eradicated (acting on advice from the CCEPP);
 - (vii) an endorsement of a determination by the CCEPP that an EPP is not capable of eradication by means of a Response Plan; and
 - (viii) the consideration of efficiency audit reports and the financial audit report;
- (d) refer relevant issues arising out of a Response Plan to members of Plant Health Australia for consideration;
- (e) report as necessary to PIMC in regard to a Response Plan; and
- (f) where NMG rejects the advice of the CCEPP on matters under sub-paragraphs (i) to (vii) of this Part, report its reasons in writing to PIMC.

Appendix 2 Information to be included at CCEPP meetings

This information is for guidance only. Topics and issues suggested may run across a number of meetings or not be necessary depending on the nature and length of the response.

First meeting of the CCEPP (Section 6.5)

(The initial meeting should be held as soon as possible after the detection of a suspect EPP so not all necessary information is likely to be available and some may be addressed at subsequent meetings.)

Confirm that representatives of Parties and observers have signed an appropriate confidentiality deed.

The required information for presentation at the first meeting will include:

- Lead Agency
Details of information available on the suspect EPP and actions taken to date, including:
 - biology of the suspect EPP including host range and economic impact,
 - diagnostic results including any additional work required,
 - surveillance information,
 - establishment of quarantine zones and/or intrastate movement restrictions, and
 - trace back and trace forward analysis.
- PHA
Whether the pest has been categorised or identified in Industry Biosecurity Plans.
- Department of Agriculture
International trade implications.
- States/Territories
Domestic trade implications.

Issues to be discussed during the meeting include:

- Are all Affected Industry Parties represented on the CCEPP?
- Is there a diagnostic protocol available and what further diagnostics are required to confirm the suspect EPP?
- Are changes to the current quarantine arrangements relating to the affected site required?
- Is additional information required on the likely extent of dispersal (biological and mechanical) of the organism for establishment of quarantine zones?
- Should additional delimiting surveys be commissioned to define the extent of the outbreak?
- Should targeted surveys be commissioned based on information from trace back and trace forward?
- Should consistent wider state/territory surveys be commissioned to confirm pest presence/absence?
- What is known about the effectiveness of controls (germplasm, chemical, or other management controls)?
- Should further information on controls used overseas be gathered and the availability of chemicals in Australia be investigated?
- Should treatment or destruction of host material be undertaken?
- Is the pest an EPP under the EPPRD?

- Is it possible to consider opportunities for eradication or is more information required?
- How will communication be coordinated at the Australian Government, state/territory government and industry levels?
- Development of talking points and possible media releases.
- Preparation of information for NMG.

Meeting of the CCEPP following confirmation of an EPP (Section 6.6)

(Note that information may come from meetings held by other committees such as the Subcommittee on Plant Health Diagnostic Standards and the Subcommittee on Domestic Quarantine and Market Access.)

The following information will be presented:

- Situation Update from the Lead Agency including:
 - confirmation of diagnosis,
 - summary of methods and extent of dispersal of the organism,
 - summary of actions taken to secure the affected site,
 - summary of delimiting survey around affected property,
 - summary of targeted survey based on trace back and trace forward information,
 - analysis of possible pathway of entry based on trace back information, and
 - information on effectiveness of controls overseas and availability of pesticides/chemicals/other control methods in Australia.
- Summaries from other CCEPP members
 - summary from initial surveys in other states/territories,
 - summary of international trade restrictions and recommended actions, and
 - summary of responsibilities to develop agreed communication strategies at the Australian government, industry and state/territory level.

The anticipated issues that need to be addressed at this meeting of the CCEPP include:

- Should the confirmation of diagnosis be accepted and a new incursion formally recognised?
- Is further delimiting surveillance (possibly Australia-wide) required to determine absence/presence and to support domestic/international trade?
- Are there appropriate quarantine measures in place to adequately secure the affected site?
- What should be the size of the quarantine zones surrounding affected sites and what movement controls if any should be applied to intrastate movement of hosts?
- What interstate restrictions are in place for on movement of plant and plant products from the affected area?
- Should information be sought on pest free area and disinfestation requirements for current and potential international markets?
- What processes will be undertaken to ensure availability of effective controls (e.g. importation of germplasm, approval for emergency use of non-approved chemicals)?
- Should removal/destruction of affected plants take place at this stage?
- Summary of information for use in cost/benefit analysis on consequences of establishment.

- Is eradication technically feasible?
- Should a cost/benefit analysis be commissioned to assist with a final decision on eradication?
- Should a Response Plan be drafted?
- The preparation of a recommendation and information for NMG.
- Development of talking points and possible media releases.

Subsequent meetings of the CCEPP

The content of subsequent meetings can include any of the above issues not already resolved as well as situation updates from the Lead Agency and Affected Industry/ies. Further information needed at these meetings will be determined by whether a Response Plan is implemented and how it progresses.

Appendix 3 Agenda template for CCEPP meetings

Consultative Committee on Emergency Plant Pests: <PEST name>	
AGENDA	
Teleconference Number:	<input style="width: 50px; height: 20px;" type="text"/>
Location:	Date:
	Time:

<i>Item</i>	<i>Presenter</i>
1. Opening <ul style="list-style-type: none"> • Welcome and roll call • Confidentiality requirements²³ • Papers distributed prior to meeting • Purpose of meeting • Actions from previous meetings 	Chair
2. Situation Update <ul style="list-style-type: none"> • Jurisdiction report • Diagnostics • Trace forward/back • Surveillance 	Affected jurisdiction
3. Deed consideration <ul style="list-style-type: none"> • EPP • Technical feasibility of eradication 	Chair/members
4. Movement and trade issues <ul style="list-style-type: none"> • Trade implications • Quarantine and movement controls 	Chair/members
5. Communication <ul style="list-style-type: none"> • Talking points • Industry communication • IPPC notification 	Chair/members
6. Suggested advice/recommendations to NMG <ul style="list-style-type: none"> • Advice on pest occurrence • Feasibility of eradication • Acceptance of EPPRP as endorsed by CCEPP 	Chair/members
7. Other business	Chair
8. Summary of CCEPP actions and outcomes	Chair
9. Next Meeting	Chair
10. Close	

²³ All non-government CCEPP meeting participants must have completed a Confidentiality Deed Poll