

Consultative Committee on Emergency Plant Pests operating guideline

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.
2.0	29 Nov 2016	2.0, 3.1, 7.4, 7.9, 7.10, Appendix 1 & 2	<p>Definitions of financial terms and Transition to Management Phase added.</p> <p>Variations to CCEPP and NMG Terms of Reference to incorporate May 2016 approved variations to the EPPRD, including the Transition to Management Phase and COAG Council system changes.</p> <p>PHA role in drafting NMG Cost Sharing paper added and Cost Sharing terms defined.</p> <p>Reference to phased Response Plan approach added.</p> <p>Further detail provided on industry communication and CCEPP role in developing national talking points.</p> <p>Endorsed by Parties November 2016.</p>
2.1	30 Nov 2017	2, 7.1.1, 8.10.1, 9.1.1, Appendix 2	<p>Abbreviations table added as new section (section 2).</p> <p>Update regarding a nominee by the CPPO being able to chair the CCEPP.</p> <p>Talking points development revised to reflect PLANTPLAN changes.</p> <p>Emergency diagnostic protocol development inserted to reflect PLANTPLAN changes.</p> <p>Update of subcommittee name to Subcommittee on Plant Health Diagnostics.</p> <p>Endorsed by Parties November 2017.</p>
2.2	30 Nov 2018	All	<p>Full review of entire document. Key sections/topic areas edited:</p> <ul style="list-style-type: none"> • Minor revisions to abbreviations and terms and definitions lists. • Confidentiality and requirement for all CCEPP members to complete a confidentiality deed poll and introductory Biosecurity Online Training courses. • Additional details provided to clarify CCEPP membership. • Clarification of Incident notification process and convening of the CCEPP. • Reference added to reflect current practice that meetings may occur by email.

			<ul style="list-style-type: none"> • Reference to the Biosecurity Portal CCEPP site as a repository for CCEPP documentation and means to making documents available to CCEPP members. • Additional detail related to seeking of advice through SAPs. • Addition of a section on engagement of international expertise (section 9.4). • Reference to CCEPP and NMG job cards. • Addition of details to Appendix 2 and 3. • Minor editorial changes for clarity and consistency with PLANTPLAN. <p>Endorsed by Parties November 2018.</p>
2.3	8 Dec 2021	All	<p>Full review of entire document. Key sections/topic areas edited:</p> <ul style="list-style-type: none"> • Minor revisions to abbreviations and terms and definitions lists. • Addition of the requirement for the Lead Agency to provide a situation report as a standing paper for in session meetings (section 9.7 and Appendix 1). • Addition of detail on maintenance of a consolidated CCEPP meeting actions list (section 8.8). • Addition of the requirement that requests for advice from PHC subcommittees are provided directly to PHC and include terms of reference (section 9.2). • Addition of the requirement that where working groups are formed to provide advice, governance arrangements for the group are established by the CCEPP (section 9.7). • Removal of sections 10, 11 and NMG terms of reference. • Addition of CCEPP consideration on the frequency of situation and expenditure reporting (Appendix 1). • Minor editorial changes for clarity and consistency with PLANTPLAN. <p>Endorsed by Parties November 2021.</p>
2.4	13 Dec 2022	All	<p>Full review of document and following key amendments made to reflect relevant variations to the EPPRD adopted October 2022:</p> <ul style="list-style-type: none"> • Update of terms and definitions • Update of Terms of reference (section 4), CCEPP structure (section 7), Meetings (section 8) • Addition of reference to 'Vector' as appropriate • Corrections to EPPRD clause references <p>Minor editorial changes throughout for clarity.</p>

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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 (PHA) and the National Management Group (NMG) in the management of Incidents and emergency responses to them’¹. This document (the Guideline) 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 this Guideline 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 this Guideline 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 Guideline. As the CCEPP is involved in a 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 as 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.

¹ EPPRD schedule 8 part 2.2

2. Abbreviations

Acronym	Term
ACPPO	Australian Chief Plant Protection Officer
BOLT	Biosecurity Online Training
BP	Biosecurity Plan
CCEPP	Consultative Committee on Emergency Plant Pests
CPHM	Chief Plant Health Manager
EPP	Emergency Plant Pest
EPPRD	Emergency Plant Pest Response Deed
IPPC	International Plant Protection Convention
NBCEN	National Biosecurity Communication and Engagement Network
NMG	National Emergency Plant Pest Management Group (National Management Group)
PHA	Plant Health Australia
PHC	Plant Health Committee
PIDS	Preliminary Information Data Sheet
SAP	Scientific Advisory Panel
SNPHS	Subcommittee on National Plant Health Surveillance
SPHD	Subcommittee on Plant Health Diagnostics

3. Terms and definitions

Capitalised words and terms (excluding names) that are used within this document are a reference to the defined words/terms within clause 1.1 of the EPPRD.

Term	Acronym	Definition
Australian Chief Plant Protection Officer	ACPPO	Individual holding the position of the Australian Chief Plant Protection Officer of the Commonwealth of Australia.
Chief Plant Health Manager	CPHM	Individual holding the position of Chief Plant Health Manager (or equivalent role), of a State or Territory.
Confidential Information		As defined in the EPPRD. See Section 6.
Consensus		As defined in the EPPRD. See Section 8.3.
Consultative Committee on Emergency Plant Pests	CCEPP	The committee of technical representatives of the Parties convened according to Parts 2 and 3 of Schedule 8 of the EPPRD.
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.

Term	Acronym	Definition
Formal Notification to the CCEPP		Occurs when a State or Territory CPHM notifies the Chair of the CCEPP, either orally or in writing, that an Incident has occurred within that State or Territory. Written notification must be used to confirm oral advice and must be in the form agreed from time to time by the Parties.
Incident		Means: (a) a confirmed occurrence of, or reasonably held suspicion of the occurrence of an EPP; or (b) the occurrence of an uncategorised Plant Pest or Vector which is reasonably believed to be an EPP (not including circumstances in which an investigation comes to a provisional finding or diagnosis that the Plant Pest or Vector is already established in Australia).
Lead Agency		The agency of a State or Territory responsible for leading the conduct of the response to an Incident within their State or Territory. For clarity there may be more than one Lead Agency (each from a different State or Territory) for an Incident.
National Management Group	NMG	The group with the constitution and role set out in Part 1 of Schedule 8 of the EPPRD.
Plant Pest		Any species, biotype or strain of invertebrate pest or pathogen that meets each of the following criteria: (a) It is injurious to Plant Health, Unprocessed Plant Products, Bees or Fungi. (b) It is discrete, identifiable and genetically stable. (c) It is not a genetically modified organism.
Response Plan		An integrated plan for undertaking a response to one or more EPPs that is: (a) 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 (b) 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 the CCEPP and approved by the NMG.
Scientific Advisory Panel	SAP	A panel of experts which may be appointed by the CCEPP to provide specific technical information on matters relating to an Incident.
Transition to Management		The undertaking of activities to transition the management of an EPP from seeking to achieve eradication of the EPP under a Response Plan to management of the EPP outside of the EPPRD.

Term	Acronym	Definition
Vector		Means any species, biotype or strain of invertebrate pest that meets each of the following criteria: (a) It carries and transmits a Plant Pest to a Crop. (b) It is discrete, identifiable and genetically stable. (c) It is not a genetically modified organism.

4. Terms of reference

4.1 CCEPP

As noted in the Introduction the CCEPP is the key technical coordinating body for responses to Incidents, providing the link between the Commonwealth, States/Territories, industries, PHA 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 EPP and has no responsibilities outside the EPPRD.

Under the EPPRD the CCEPP has specific responsibilities. The following list is taken directly from the EPPRD²:

- *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 Consensus³ on further actions required;*
- *having regard to any baselines of 'normal commitments' agreed pursuant to clause 14.1.2, advise the NMG as required by 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;*
- *in circumstances in which the CCEPP determines that eradication of an EPP is no longer feasible, provide advice and recommendations to the NMG on:*
 - *whether a Transition to Management Phase is appropriate and, if so, the scope of the Transition to Management Phase and the proposed amendments to the Response Plan for inclusion of the Transition to Management Phase; or*
 - *whether the NMG should determine that an emergency response should cease and, if so, on options for alternative arrangements outside this Deed;*
- *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.*

² EPPRD part 2 of schedule 8

³ A Consensus decision can be made to present one or more views or courses of action to the NMG

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. Further information on the roles and responsibilities of the CCEPP can be found in the [CCEPP job card](#).

4.2 NMG

The terms of reference of the NMG⁴ can be found in Schedule 8 of the EPPRD. Members of the CCEPP 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.

5. 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.

6. 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 records or other evidence) prior to the date of disclosure to it under this Deed."*⁵

All representatives, observers, technical experts and other participants must sign a Confidentiality Deed Poll (planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf)⁶ prior to participation in any activities relating to the EPPRD, including that of the CCEPP and NMG. Government

⁴ EPPRD part 1 of schedule 8

⁵ EPPRD clause 1.1

⁶ EPPRD schedule 9

representatives are bound by privacy provisions under their respective public service/government employment Acts, however must sign an appropriate form of Confidentiality Deed Poll (which may be in the form of the current available Deed Poll contained in schedule 9 and available through the above link) prior to participation in any activities⁷.

7. CCEPP structure

7.1 Membership

7.1.1 Standing members

In this context 'standing member' means those persons who have membership on each CCEPP that convenes whether the Plant Pest is of immediate concern to them or not. These include⁸:

- The Chair of the CCEPP, who is the Australian Chief Plant Protection Officer (ACPPO), from the Australian Government Department responsible for biosecurity⁹. The ACPPO (or their nominee) convenes and chairs Meetings of the CCEPP and does not have the right to vote.
- All State and Territory Chief Plant Health Managers (CPHMs) (or their nominees).
- Two representatives from the Australian Government with expertise in biosecurity policy and biosecurity operations (non-voting).
- A representative from PHA (non-voting).
- A representative from the Commonwealth nominated by the ACPPO (being a different person to the chairperson of the CCEPP).

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 EPPRD¹⁰. This includes the completion of the introductory Biosecurity Online Training (BOLT) courses prior to participation in CCEPP activities.

Continuity of CCEPP representative roles is important during an Incident and is particularly critical for the Lead Agency. Processes should be in place to ensure this continuity, which may be achieved through identification of one or more 'deputy' members that shadow the primary appointee throughout the response.

If there is a delegation of authority then the delegate must be notified to the CCEPP Secretariat (the Secretariat) who will inform the CCEPP. Nominees for proxy should be fully briefed and conversant with the EPPRD and PLANTPLAN and authorised to make decisions on behalf of their Party.

As custodians of the EPPRD PHA provides advice on the application of the EPPRD and PLANTPLAN to facilitate compliance with the provisions of the EPPRD.

⁷ EPPRD clause 11.6.2

⁸ EPPRD schedule 8

⁹ The Australian Government Department responsible for biosecurity is referred to as "the Australian Government" throughout this guideline

¹⁰ EPPRD clause 15 and clause 11.6.2

7.1.2 Affected Industry Parties

Once a CPHM notifies the ACPPO of an Incident (see Section 8.1), the Secretariat will forward a list of the known hosts for the detected pest to PHA who will then provide advice on potential 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 is an EPP listed in schedule 13 of the EPPRD.

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 training, expertise and authority to make decisions on behalf of their Party to allow them to participate fully in CCEPP¹¹. As a minimum, the introductory BOLT courses should be completed prior to participation in CCEPP activities.

7.2 Observers

The EPPRD allows for the attendance of observers at CCEPP meetings, although numbers must be kept to a minimum and observers do not have the right to vote on decisions¹². 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 this guideline and not interfere with the conduct of the meeting or any decision making. All observers must sign a confidentiality deed poll and lodge it with PHA prior to the CCEPP meeting. For additional information on confidentiality and the Confidentiality deed poll see Section 6.

There are four classes of observer as outlined below.

7.2.1 Industry Parties

Any Industry Parties that are not an Affected Party of the EPP and represent growers whose crops might be impacted by a Response Plan must be invited to participate as observers¹³.

7.2.2 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, such as human health or the environment. 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.

7.2.3 Technical assistance to members

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

7.2.4 Capacity building

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

¹¹ EPPRD clause 15 and clause 11.4.2

¹² EPPRD schedule 8 part 3.4

¹³ As agreed by EPPRD Parties in October 2007

7.3 Administration and Secretariat

The Secretariat manages the administration of the CCEPP and is provided by the Australian Government¹⁴. 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 of a CCEPP have signed the appropriate documentation regarding confidentiality prior to participation in meetings. For additional information on confidentiality and the Confidentiality deed poll, refer to section 6.

8. Meetings

The CCEPP's role, from the EPPRD is:

*To effectively and efficiently co-ordinate the national technical response to an Incident, and to advise the NMG on matters related to an Incident in accordance with this Deed.*¹⁵

The CCEPP has a pivotal role in:

- determining if the Incident relates to an EPP;
- recommending a response be implemented or otherwise;
- ensuring the Response Plan is technically appropriate;
- reviewing progress of the response; and
- 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;
- video link; 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 EPP status, feasibility, implementation of a response and confirmation of eradication.

Sections 8.4 and 8.5 as well as *Appendix 1* give some guidance on items for discussion during CCEPP meetings. Whilst there are a number of phases in a response to an Incident¹⁶ the core information required by CCEPP relates to before and after the endorsement of the Response Plan.

8.1 Incident notification/convening

The basis for convening the CCEPP is the detection of a Plant Pest or Vector 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 Chair of the CCEPP (the ACPPO) within

¹⁴ EPPRD schedule 8 part 3.5

¹⁵ EPPRD schedule 8 part 2.1

¹⁶ PLANTPLAN section 3

24 hours¹⁷. Failure to notify within this timeframe may lead to a situation where the jurisdiction receives no payment for their actions in relation to the detection¹⁸.

The formal notification to the ACPPO occurs through the CPHM of the relevant jurisdiction. The notification may be provided orally but must be confirmed in writing in the form agreed by the Parties¹⁹ - through completion of a Preliminary Information Data Sheet (PIDS) (planthealthaustralia.com.au/plantplan). This is sent to the Secretariat for immediate distribution to all members. Once the ACPPO has been notified and Affected Industry Parties identified, the Secretariat will then notify the CCEPP of the Incident.

There is no requirement that a PIDS must be available before the CCEPP is notified of the Incident or the 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 make relevant information available 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.

8.2 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.

8.3 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;*
- *achieving the consensus may have required a measure of compromise to ensure a workable outcome;*
- *some may abstain from participating in the decision; and*
- *some entitled to be present may not be present"*²²

While CCEPP should make every attempt to reach a decision by Consensus to a single view, where this cannot be achieved a Consensus decision can be made by the CCEPP to present more than one view or course of action to the NMG²³.

¹⁷ EPPRD clause 4.1.1 and in clause 1.1 definition of "Formal Notification to the CCEPP"

¹⁸ EPPRD clause 4.2.1

¹⁹ In clause 1.1 definition of "Formal Notification to the CCEPP"

²⁰ In clause 1.1 "those persons present" and "some entitled to be present may not be present"

²¹ Decisions by Consensus

²² EPPRD clause 1.1 Definition of 'Consensus'

²³ Part 2.2 of schedule 8

8.4 Initial meeting

The initial CCEPP meeting following notification of an Incident must be convened as soon as possible. The initial meeting of the CCEPP may be convened via an email meeting or depending on the needs of the CCEPP and Lead Agency, a teleconference/videoconference meeting may be convened in the first instance. There may not be sufficient information available at the time of the initial teleconference/videoconference meeting to formulate a Response Plan, or to make decisions about the status of the EPP or feasibility of eradication, 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 Parties 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 consistent and agreed message to be used to inform industry, community, the media and other stakeholders. This will occur through the consideration of industry specific communication and the development of nationally agreed talking points (refer to section 8.10).

A list of issues that should be discussed or considered in the context of the initial CCEPP teleconference meeting is outlined in *Appendix 1* and may spread over a number of meetings depending on availability of information. The main items are:

- Summary of initial diagnostic results and what additional tests are required – CPHM of the Lead Agency.
- Summary of survey information and quarantine action at the property, tracing investigations and intrastate movement controls – CPHM of the Lead Agency.
- Advice on whether the pest has been identified in Biosecurity Plans (BPs) or is an EPP categorised under the EPPRD – PHA.
- Details of the biology of the pest/pathogen including its host range, economic impact and opportunities for eradication – CPHM of the Lead Agency.
- Communication requirements of Affected Parties – all members.

8.5 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 1* of this Guideline.

8.6 Agenda

There is a standard CCEPP meeting agenda (*Appendix 2*) that can be amended as required and made available 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.

8.7 Papers

All papers and other documentation required for CCEPP considerations will be made available to members through the Secretariat uploading to the Biosecurity Portal CCEPP site, which forms the repository for all documentation related to each Incident notified to the CCEPP (portal.biosecurityportal.org.au/Pages/CCEPPLanding.aspx). Papers should be forwarded to the Secretariat in time for them to be uploaded or 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 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.

The Lead Agency will provide a situation report as a standing paper prior to each in session (teleconference, videoconference or face to face) CCEPP meeting.

8.8 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 actions and 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.

To assist members awareness and tracking of progress made to address action items from previous meetings, a consolidated actions list will be maintained by the Secretariat and a summary should be provided at the beginning of each meeting of the status of action items.

8.9 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. Information on the roles and responsibilities of the NMG are provided in the [NMG job card](#).

The CCEPP advises the NMG in relation to Incident notifications and responses including providing recommendations on whether a response should proceed based on considerations of the technical and economic feasibility of eradication. The timing of this advice will depend on the status of the Plant Pest or Vector 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 or Vector, 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.

If there is insufficient information available to fully determine the extent of the Incident the CCEPP may recommend to the NMG that a phased Response Plan be implemented, with the inclusion of robust trigger points to manage any uncertainty at the early stage of the response. An indicative budget may be included for the first phase of the response only in the first instance and revised to include subsequent phases once further information is known regarding the extent of the Incident and response activities required to eradicate the EPP.

PHA has responsibility for developing the NMG paper relating to Cost Sharing and funding of the Response Plan. This paper provides all relevant details relating to Cost Sharing and financial limits specified in the EPPRD.

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 an as needed basis. Where possible, papers should be provided to the NMG Secretariat for distribution at least 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 or Vectors 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, prior to submission to the NMG.

8.10 Public information

8.10.1 National talking points

To facilitate rapid communication, national talking points should be developed and agreed to as soon as possible following the detection of an EPP to ensure that a common message is used by all Affected Parties. These should be sufficiently detailed to meet the communication requirements of Affected Parties. The National Biosecurity Communication and Engagement Network (NBCEN) Chair/Secretariat and the Lead Agency will coordinate the development of draft national talking points. Where talking points are not drafted by the NBCEN, the relevant Affected Industry Parties may develop their own draft national talking points for approval by the ACPPO. Talking points will typically be drafted either prior to or immediately after the CCEPP teleconference meeting; however, Parties may initiate their development anytime following the notification of the Incident.

All CCEPP members have a role in providing input into the development and review of draft national talking points. Where possible draft talking points must be distributed by the NBCEN Secretariat for immediate comment by NBCEN members and Affected Industry Parties. NBCEN members are expected to consult with their respective CCEPP members to coordinate feedback from their Parties. All draft national talking points will be approved by the ACPPO, with the final approved version distributed by the NBCEN

Secretariat to NBCEN members and Affected Industry Parties, and by the CCEPP Secretariat to CCEPP members, with an aim to distribute and use on the same day as the meeting.

Media releases from each Affected Party and resulting media from interviews should be shared with all members of the CCEPP prior to release and should be coordinated as much as possible to enable consistent public messaging.

8.10.2 Industry specific communications

During CCEPP meetings there will be an opportunity for 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, as well as to propose messages that they would like to share with their members and should therefore be included in the draft national talking points.

8.11 International notification

The International Plant Protection Convention (IPPC) is a multilateral treaty under the Food and Agricultural Organisation of the United Nations. 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 ACPPO, 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 or Vector to Australia's pest status and its impact on trade. In the event of successful 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 Australian Government and not a role of the CCEPP.

8.12 Other considerations

8.12.1 Face to face meetings

Although currently emails, followed by videoconferences or teleconferences, are the most common methods of 'meeting' for the CCEPP, 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, situational awareness will be improved and members may be more able to determine the best possible response.

9. Scientific support and seeking advice

9.1 Scientific Advisory Panel

If the CCEPP requires advice on a particular aspect of a response, the default approach is to convene a Scientific Advisory Panel (SAP) unless there is an existing industry or government mechanism through which the matter can be adequately addressed. A SAP covers complex technical issues which may relate to pest biology, feasibility of eradication, surveillance, destruction, response strategy, recovery or any other area in which the CCEPP requires advice to inform technical considerations or decision making.

The SAP is chaired by PHA and comprises specialists with expertise from the required field. It is critical that SAP nominees are appropriately skilled to address the advice required. It may be appropriate for international experts or experts from non-EPPRD scientific organisations to be nominated on a SAP. In this case confidentiality and potential market access implications need to be carefully managed. Representation from all Affected Parties is by self-nomination and not obligatory. More than one SAP may be required if the advice requires input across different technical areas and therefore requires a different set of skills from nominees.

If a SAP is required then the CCEPP will develop specific questions (terms of reference) for the SAP to address. The SAP makes recommendations to the CCEPP against the terms of reference and the CCEPP 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 recommendations provided by the SAP the Secretariat will inform the SAP through the Chair of the SAP on what the outcome(s) were, and the reasons behind them.

Further details on a SAP can be found in the [Scientific Advisory Panel job card](#).

9.2 Plant Health Committee subcommittees

The CCEPP may seek specialist advice from a Plant Health Committee (PHC) subcommittee due to their skill set and responsibilities in plant health policy and technical matters. Where this occurs, requests for advice must be provided directly from the CCEPP to PHC to then action through the subcommittee, with clear terms of reference to be agreed by the CCEPP. PHC would be responsible for managing timely completion of the task and provision of advice back to the CCEPP.

9.3 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 related documentation (planthealthaustralia.com.au/plantplan) and must be followed by participating laboratories in all jurisdictions.

9.3.1 Protocols

Where available, IPPC protocols or endorsed National Diagnostic Protocols should be used to test samples. The CCEPP will consult with the Subcommittee on Plant Health Diagnostics (SPHD) to determine if such a protocol exists or is going through the validation process. If such a protocol does not exist then SPHD 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 SPHD to progress through the national approval process.

When a National Diagnostic Protocol does not exist or a new/alternative protocol to the current National Diagnostic Protocol is considered more appropriate for diagnosing the EPP, SPHD can rapidly endorse an Emergency Diagnostic Protocol for use in the EPP response. Information on the submission and endorsement process can be found in the SPHD Reference Standard 3 available from: plantbiosecuritydiagnostics.net.au/resources

9.3.2 Timely provision of information

Laboratory results should be provided by State/Territory or Australian Government 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.

9.4 Surveillance

Where available, nationally approved surveillance protocols should be used for delimitation and to determine if the EPP 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 relevant documentation (planthealthaustralia.com.au/plantplan) provide guidance for delimiting surveys and zoning around infested, contact and suspect premises for use when planning and conducting 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.

9.5 International experts

The CCEPP should consider early in the Incident if there is a need to engage international expertise to inform aspects of the response. In its considerations the CCEPP should address effective management of confidentiality and market access sensitivities.

9.6 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. Research and development activities may also form part of a revised Response Plan for Transition to Management. 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.

9.7 Working groups

The CCEPP may convene a concise working group to complete a specific task (e.g. support development of the response strategy and/or specific elements of the Response Plan) or provide advice on non-scientific/technical matters. Where the CCEPP seeks to form a working group to provide advice on a specific matter, clear terms of reference, membership and reporting timelines must be established by the CCEPP.

Appendix 1 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 8.4)

(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 Agency²⁴
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 Biosecurity Plans.
- Australian Government
International trade implications.
- States/Territories
Domestic trade implications.
- Affected Industry(ies)
Advice on industry extent, distribution or other aspects as required.

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 and/or support from other jurisdictions 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?
- Has tracing (trace back and trace forward) been conducted? Is more required?
- 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?

²⁴ A situation report will be provided by the Lead Agency as a standing paper prior to each CCEPP meeting

- 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?
- Does the pest meet the definition of an EPP, or is it included under schedule 13 of the EPPRD?
- Is it possible to consider opportunities for eradication and whether it is feasible to eradicate the EPP or is more information required?
- Is technical advice required through engagement of international expertise or through the formation of a SAP?
- How will communication be coordinated at the Australian Government, state/territory government and industry levels?
- Development of talking points and possible media releases and coordination of media communications.
- Preparation of information for NMG.

Meeting of the CCEPP following confirmation of an EPP

(Note that information may come from CCEPP requests for advice from SAPs, working groups or PHC subcommittees if convened)

The following information will be presented:

- Situation Update from the Lead Agency including²⁵:
 - 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?

²⁵ A situation report will be provided by the Lead Agency as a standing paper prior to each CCEPP meeting

- Consideration of the overall response strategy and validation of the strategy through a SAP or other means.
- 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 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?
- Is additional advice required on specific aspects of the response that cannot be obtained through CCEPP members? Should a SAP be convened and/or is international or other expertise required?
- What frequency should situations reports be provided?
- Should a Response Plan be drafted? Should a small working group of CCEPP members and/or experts be formed to assist in the drafting process? Consideration should be given to a phased approach to the Response Plan if all required information has not yet been gathered to determine the extent of the Incident and response activities that will be required.
- Where a Response Plan is drafted, triggers for review of the Response Plan and expectations on the frequency of expenditure reporting should be considered by the CCEPP.
- The preparation of a recommendation and information for NMG.
- Development of talking points and possible media releases and coordination of media communications.
- Is there a need to meet face to face or via videoconference?

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 Parties. Further information needed at these meetings will be determined by whether a Response Plan is implemented and how it progresses.

If a Response Plan is implemented and it is subsequently determined that the EPP is no longer feasible to eradicate, the CCEPP will consider if a Cost Shared Transition to Management program is required and achievable in a time period not exceeding 12 months. If Transition to Management is considered to be appropriate (i.e. a gap has been identified) the CCEPP should consider the scope and objectives of Transition to Management and potential activities that may be included in the revised Response Plan. If the NMG approves the advice of the CCEPP that the emergency response should enter a Transition to

Management Phase, the CCEPP will provide input into (and review of) the revised Response Plan drafted by the Lead Agency in collaboration with Affected Industry Parties.

If the EPP is no longer feasible to eradicate the CCEPP may also advise the NMG on options for alternative arrangements outside of the EPPRD.

Appendix 2 Agenda template for CCEPP meetings

Consultative Committee on Emergency Plant Pests:	
<i><PEST name></i>	
AGENDA	
Teleconference Number:	Date:
Location:	Time:

<i>Item</i>	<i>Presenter</i>
1. Opening <ul style="list-style-type: none"> • Welcome and roll call • Confidentiality requirements²⁶ • 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 • Future actions 	Affected jurisdiction
3. Deed consideration <ul style="list-style-type: none"> • EPP • Technical feasibility of eradication • Response Plan development (including response strategy) 	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 • EPP status and feasibility of eradication • Acceptance of Response Plan as endorsed by CCEPP • Communication matters 	Chair/members
7. Other business	Chair
8. Summary of CCEPP actions and outcomes	Chair
9. Next Meeting	Chair

²⁶ Note: All CCEPP meeting participants must have completed a Confidentiality Deed Poll available from planthealthaustralia.com.au/wp-content/uploads/2012/12/Confidentiality-Deed-poll.pdf

10. Close	
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