

Consultative Committee on Emergency Plant Pests

This job card outlines the roles and responsibilities of the Consultative Committee on Emergency Plant Pests (CCEPP) during all phases of a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD). Specific details on the roles and responsibilities of individual CCEPP Representatives are also provided.

This document is provided as a guide and does not contain every action that may be required in responding to an Incident¹. Information is not presented in any particular order. Capitalised words and terms (excluding names) are a reference to the defined words/terms within the EPPRD.

Document revision history

Version	Date issued	Amendment Details	
		Section(s)	Details
1.0	22 May 2015	All	Developed by Job Cards Working Group. Approved by Job Cards Working Group 22 April 2015. Endorsed by Parties May 2015.
2.0	29 Nov 2016	All	Details relating to Transition to Management Phase and phased responses incorporated. Addition of CCEPP responsibility in respect of financial matters relating to a Response Plan and role of PHA in preparing NMG papers related to Cost Sharing of a Response Plan. Clarification of the role of the CCEPP in the development of national talking points. Minor editorial changes for clarity and consistency with PLANTPLAN. Endorsed by Parties November 2016.
2.1	30 Nov 2017	Investigation and alert phase; Operational phase	Update on talking points endorsement and clarification regarding Transition to Management, consistent with changes to PLANTPLAN. Endorsed by Parties November 2017.
2.2	26 Nov 2019	All	Clarification of the role of CCEPP in development and review of the response strategy and Response Plan. Clarification of the processes for seeking of advice through SAPs and other means. Reflection of the agreed process that the ACPPO approves the national talking points.

¹ Where the term 'Incident' is used throughout this document, it refers to a confirmed occurrence of, or reasonably held suspicion of the occurrence of, an EPP; or the occurrence of an uncategoryed 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).

			<p>Addition of the role to determine when the response should enter the Proof of Freedom Phase.</p> <p>Clarification of requirement for all CCEPP members and other participants to complete a Confidentiality Deed Poll.</p> <p>Clarification of the distinction between Transition to Management and the Transition to Management Phase and the role of the CCEPP at this stage of the response.</p> <p>Reference to completion of introductory training courses (BOLT) before participation in CCEPP activities.</p> <p>Minor editorial changes for clarity and consistency with PLANTPLAN.</p> <p>Endorsed by Parties November 2019.</p>
2.3	8 Dec 2021	All	<p>Addition of CCEPP responsibility to establish clear expectations on the frequency of situation reporting and expenditure reporting, establish appropriate governance for working groups formed and consider the trigger points required for Response Plan review.</p> <p>Addition of Lead Agency responsibility to provide a situation report as a standing paper prior to each in session CCEPP meeting.</p> <p>Clarification of the role of the CCEPP to scrutinise/critique the indicative budget.</p> <p>Removal on unnecessary detail related to national talking points process.</p> <p>Addition of CCEPP secretariat role to maintain a consolidated actions list for CCEPP meetings.</p> <p>Removal of the relief and recovery phase in line with PLANTPLAN (version 4.0).</p> <p>Endorsed by Parties November 2021.</p>
2.4	13 Dec 2022	All	<p>Amendments made to reflect relevant variations to the EPPRD adopted October 2022:</p> <ul style="list-style-type: none"> • Updated references to EPPRD clauses. • Updated definition of Incident. • Addition of reference to 'Vector' as appropriate. • Change in terminology from 'Trigger Point for review of the Agreed Limit' to 'Expenditure threshold for review of the Agreed Limit'. • Clarification that Transition to Management may cover a period exceeding 12 months in exceptional circumstances if agreed by the NMG. • Clarification that the ACPPO (Chairperson of the CCEPP) is a not-voting standing member. • Addition of the Commonwealth Representative nominated by the ACPPO as a standing member of the CCEPP (voting).

Introduction

The CCEPP is responsible for the efficient and effective coordination of the technical aspects of a response to an Incident and is the key advisor to the National Management Group (NMG). A CCEPP is formed when an EPP is detected or suspected to be present and has no responsibilities outside of the EPPRD.

Each CCEPP is unique, and representation is based on the specific pest being considered, though all CCEPPs consist of²:

- The Australian Chief Plant Protection Officer (ACPPPO; Chairperson) or their nominee (non-voting).
- All state and territory Chief Plant Health Managers (CPHM).
- Nominated Representatives from each Affected Industry Party.
- Two Representatives with expertise in biosecurity policy and biosecurity operations from the Australian Government Department responsible for the subject matter of the EPPRD³(non-voting).
- A Representative from Plant Health Australia (PHA) (non-voting).
- A Representative from the Commonwealth nominated by the ACPPPO (being a different person to the chairperson of the CCEPP).

Meetings of the CCEPP may take place face to face, by teleconference, by video link or by email and decisions must be made by Consensus⁴. The Commonwealth provides secretariat support to the CCEPP.

Roles and responsibilities of the CCEPP as a committee

The CCEPP's role is to effectively and efficiently coordinate the national technical response to Incidents, and to provide the advice needed for the NMG to make decisions in accordance with the EPPRD. This includes providing advice to the NMG on the technical and economic feasibility of eradication and technical issues relating to a Response Plan. Detailed information on the operations of the CCEPP can be found in the [Consultative Committee on Emergency Plant Pests operating guideline](#).

The CCEPP has specific responsibilities under the EPPRD (schedule 8, part 2.2), including to:

- 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 Consensus 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;

² Part 3 of schedule 8

³ Referred to as the Department hereafter

⁴ Refer to EPPRD clause 1.1 for definition of Consensus.

- 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 of the EPPRD.
- determine and advise the NMG when an EPP has been eradicated under a Response Plan; and
- recommend to the NMG when proof of freedom has been achieved following the successful implementation of a Response Plan.

Specific tasks through PLANTPLAN phases

Specific responsibilities of the CCEPP during phases of a response to an EPP are described below. The actions described in these phases are not a definitive list and the course of an EPP response may require fewer or additional actions to be performed.

Investigation and alert phase

- The CCEPP is formed when an EPP is detected or suspected to be present. Following notification of a suspect EPP, a meeting of the CCEPP will be convened as soon as possible to address urgent information or action requirements relating to the Incident. The primary focus of these meetings is the review and analysis of technical, policy, regulatory and industry information to construct recommendations on feasibility and implementation of a response.
- One of the first considerations of the CCEPP is whether the Plant Pest or Vector is reasonably believed to be an EPP as defined under the EPPRD (clause 1.1)⁵. The CCEPP may also assist in determining the most appropriate laboratory for confirmatory diagnosis where required.
- Following confirmation and declaration of the Incident as relating to an EPP, the CCEPP will determine whether the EPP is capable of being eradicated and the technical feasibility and cost effectiveness of eradication.
- The CCEPP will participate in the preparation of a Response Plan by the Lead Agency(s)⁶ if required and will review to ensure that the Response Plan is technically appropriate. This includes the following.
 - Providing input into development of the response strategy including to consider whether the strategy requires validation through formation of a Scientific Advisory Panel (SAP) or engagement of other expertise.
 - Consideration (in collaboration with the Lead Agency) if the formation of a concise working group of skilled members is required to support development of the response

⁵ A Plant Pest or Vector is an EPP if it is included in schedule 13 of the EPPRD or otherwise determined by the NMG (on the advice of the CCEPP) to meet one of the criteria listed in clause 1.1 of the EPPRD.

⁶ The Lead Agency(s) is the government Party/jurisdiction in which the Incident has occurred and are combating the pest.

strategy and/or specific elements of the plan. Where a working group is formed, the CCEPP will establish appropriate governance for the group (clear terms of reference, membership and reporting timeframes).

- Assessment of the budget and whether it contains an appropriate level of detail and transparency to enable the figures to be effectively critiqued/scrutinised and inclusions determined as relevant and reasonable, and above normal commitments benchmarks.
- The establishment of transparent and robust trigger points for review of the Response Plan.
- If required, the CCEPP may agree to the formation of a SAP to provide advice on specific technical matters. A SAP will be formed as the default for seeking advice unless another existing government or industry mechanism is available that can adequately address the matter. The CCEPP is responsible for providing the SAP with clear, well defined terms of reference. The SAP will form recommendations for consideration by the CCEPP. For information on the general responsibilities of the SAP refer to the [Scientific Advisory Panel](#) job card.
- The CCEPP should also consider early in the Incident whether engagement of international expertise is required to inform aspects of the response. This consideration must address the management of confidentiality and market access sensitivities.
- The CCEPP should establish (in collaboration with the Lead Agency) clear expectations on the frequency of situation reporting. Where a Response Plan is being prepared for NMG consideration, expectations should also be established on the frequency at which expenditure reports will be provided following Response Plan endorsement and these details captured in the Response Plan.
- The CCEPP may also provide:
 - Assistance to the Lead Agency with advice on aspects of diagnostics, delimiting surveillance, the distribution/location and impacts on Affected Industry Parties, and quarantine.
 - Assurance to other Parties that any necessary actions are occurring while diagnostics and other information are finalised and collated.
 - Advice to Affected Parties on international and interstate trade implications.
 - Advice to Affected Industry Parties on actions and information that can be discussed with their members.
- The CCEPP may provide input into the development of communications (for example national talking points, factsheets etc.) as necessary for the Lead Agency and the Affected Industry Parties to enable agreed and consistent messages to be communicated to industry and the media. This includes engagement through the National Biosecurity Communication and Engagement Network (NBCEN) through which national talking points will be drafted in coordination with the Lead Agency prior to distribution to the NBCEN and Affected Industry Parties for comment.
- Following considerations by the CCEPP, a recommendation will be made to the NMG regarding the most appropriate course of action for responding to the Incident. The CCEPP may make the recommendation:
 - That it is both technically feasible and cost-beneficial to eradicate the EPP.

- The CCEPP will present a Response Plan to the NMG for approval, which will include an indicative budget (approximation by the CCEPP of the costs of the Response Plan including a breakdown of the Shared Costs and normal commitments).
- The CCEPP must propose to the NMG an expenditure threshold that would trigger a review of the Agreed Limit. This expenditure threshold is a predetermined amount which, if reached, will prompt the NMG to meet to determine whether the Agreed Limit for the Response Plan will be increased or another course of action taken as set out in clause 9.9.1. The expenditure threshold must not be set higher than 90% of the Agreed Limit⁷).
- To continue with current quarantine controls pending further information being obtained. A short term or phased Response Plan may be recommended while this activity is being conducted. An indicative budget may be included for the first phase of the response only. Once further information has been gathered to fully determine the extent (and therefore cost) of activities that will be required throughout the response, a revised Response Plan may be proposed to the NMG that includes an indicative budget for subsequent phases of the response.
- That the Incident does not relate to an EPP or the Incident does relate to an EPP but it is not feasible to eradicate the EPP and therefore no further action will be taken under the EPPRD. Note that Plant Pests or Vectors for which the CCEPP recommends no further action will typically be notified to NMG in a biannual out of session paper in January and July (refer to the [Consultative Committee on Emergency Plant Pests operating guideline](#)).
- The initial matters for the CCEPP to address in its advice to NMG are the diagnosis and impacts of the Plant Pest or Vector, its delimitation, technical feasibility and cost effectiveness of eradication.
 - Recommendations from the CCEPP to the NMG must contain sufficient evidence and analysis to allow the NMG to reach an informed decision.
- To comply with reporting requirements, the CCEPP will consider draft notifications to the International Plant Protection Convention (IPPC) during the course of an Incident. These reports will include details of the immediate or potential danger of occurrences, outbreaks or the spread of pests. Timing of posting is decided on a case-by-case basis.

Operational phase

Due to the potential urgency and evolving timeline of an Incident and response, the operational phase may be commenced prior to all activities in the investigation and alert phase being completed.

- If the NMG decides to proceed with eradication and approves the Response Plan and national Cost Sharing arrangements to fund the response, the CCEPP will provide direction to the Lead Agency(s) on the implementation of a Response Plan.
- The CCEPP will be convened as required during the implementation of the Response Plan and will review and monitor the progress of the response, approve and update communications (like talking points etc.) where necessary and prepare updates and reports for NMG.

⁷ Note that the Agreed Limit is the maximum amount which may be eligible for Cost Sharing under an NMG approved Response Plan. The amount is calculated using the applicable mechanism set out at clause 9.5.2 or 9.5.3 of the EPPRD. The Agreed Limit for a Response Plan cannot be exceeded unless otherwise agreed in writing by all of the Affected Parties.

- The Lead Agency will provide regular situation reports to enable the CCEPP fulfil its role to monitor progress on implementation, including as a standing paper prior to each in session CCEPP meeting.
- The Lead Agency(s) will provide a written expenditure report at each relevant meeting of the CCEPP, which sets out the budgeted, committed and actual expenditure on the Response Plan. Regular expenditure reports will also be provided at a frequency described in the Response Plan. These will be reviewed by the CCEPP and provided to the NMG.
- As part of a Response Plan the CCEPP may identify research needs and may initiate, facilitate and monitor to completion appropriate research projects.
- The CCEPP may provide input into the revision of communication materials (including revised national talking points and communication plans).
- If trigger points for review (as agreed by the NMG and outlined in the Response Plan) are met, the CCEPP will review the Response Plan and consider implications on the response. The CCEPP should consider if the response strategy should be reviewed through formation of a SAP or other expertise to determine if it is still appropriate. Depending on the outcome of review of the strategy and feasibility of eradication, the Response Plan may be amended and resubmitted to the NMG for approval, or alternatively a recommendation made to the NMG that the EPP is no longer feasible to eradicate.
- In accordance with clause 5.3.3 of the EPPRD, the CCEPP will determine when the eradication activities set out in the Response Plan have been successfully completed and if the response should enter the Proof of Freedom Phase.
- If during the course of an eradication program the CCEPP concludes that the EPP is no longer technically feasible and/or cost beneficial to eradicate, the CCEPP will make a recommendation to the NMG that it is no longer considered feasible to eradicate the EPP and provide advice on whether:
 - The EPP response should cease and the Response Plan be terminated (as a Transition to Management Phase is not considered appropriate); or
 - A Transition to Management Phase is appropriate and if so, the scope and objectives of Transition to Management and the proposed amendments to the Response Plan including the resources required and indicative budget for proposed activities. If the CCEPP is to make the recommendation for a Transition to Management Phase, it must advise the NMG that it considers the Transition to Management is achievable within a defined and reasonable timeframe not exceeding 12 months⁸ The CCEPP may alternatively recommend to the NMG that there are exceptional circumstances, and therefore that Transition to Management is achievable within a defined and reasonable period exceeding 12 months.
- Alternatively, if the CCEPP has evidence that the EPP has been successfully eradicated, a report will be provided to NMG recommending that the criteria for successful eradication of the EPP have been met, and requesting that NMG formally determine that the Response Plan has been successful and the EPP has been eradicated.

⁸ The maximum 12 month period for activities is calculated from the date of endorsement of the revised Response Plan by the NMG.

** At any stage of an EPP response, the CCEPP may determine that eradication is not technically and/or economically feasible and will recommend to NMG that eradication should either not be attempted or should cease.*

Stand down phase

There are no defined stand down actions or responsibilities for the CCEPP outlined in PLANTPLAN or the EPPRD. However, CCEPP Representatives may be engaged in certain activities that occur during this phase, such as Incident debriefing.

Further information on debriefing can be found in the [EPPRD debriefing](#) guideline.

Transition to Management Phase

- The CCEPP will contribute to the revision of the Response Plan to incorporate Transition to Management. Development of the plan will be led by the Lead Agency(s) in collaboration with the Affected Industry Parties with the CCEPP providing input. This includes input to ensure proposed activities will address the objectives of Transition to Management, assessment of the budget as relevant and reasonable and whether trigger points are sufficient.
- The CCEPP will be convened as required during the Transition to Management Phase and will review and monitor the progress of the response, approve and update communications (like national talking points etc.) where necessary and prepare updates and reports for the NMG.
- The Lead Agency will provide regular situation reports to enable the CCEPP fulfil its role to monitor progress on implementation.
- The Lead Agency(s) will provide a written expenditure report at each relevant meeting of the CCEPP, which sets out the budgeted, committed and actual expenditure on the Response Plan. This will be reviewed by the CCEPP and provided to the NMG. Regular expenditure reports will also be provided at a frequency described in the Response Plan.
- If trigger points for review (as agreed by the NMG and outlined in the Response Plan) are met, the CCEPP will provide recommendations to the NMG regarding whether the Transition to Management Phase is still appropriate and depending on the outcome:
 - possible amendments to the Response Plan; or
 - that the Transition to Management Phase should end.
- If exceptional circumstances arise during the course of the Transition to Management Phase, the CCEPP may recommend to the NMG that the timeframe to achieve Transition to Management be extended to a defined and reasonable timeframe exceeding 12 months.
- On completion of the Transition to Management activities in the Response Plan, the Lead Agency will present a report to the CCEPP and the CCEPP will formally advise the NMG that Transition to Management is completed. If the NMG agrees to this recommendation, the Transition to Management Phase will end.
- An additional Incident debrief should be held to capture information from implementation of Transition to Management. It may be most effective to hold the debrief prior to finalisation of Transition to Management to capture observations from all participants before dispersing after the

stand down and CCEPP representatives will be engaged in the process. Further information on debriefing can be found in the [EPPRD debriefing](#) guideline.

Roles and responsibilities of CCEPP Representatives (as individuals)

Specific responsibilities of CCEPP Representatives/members are described below. Note that these actions are not a definitive list and the course of an Incident may require fewer or additional actions to be performed.

It is the responsibility of every CCEPP Representative to:

- Complete a Confidentiality Deed Poll⁹ and return to PHA before participating in any CCEPP activities.
- Treat information discussed at the meeting in a confidential manner.
- Be available to meet at short notice.
- Consult within their organisation to gather the required information to provide informed input.
- Prepare for meetings through reading agenda papers, situation reports, Response Plan drafts (if applicable) and other relevant information provided.
- Provide assistance to the Lead Agency in developing the draft Response Plan and other documents where required.
- Provide input into the development and review of national talking points.
- Review and endorse the minutes, action items, Response Plan, financial reports and other relevant documents.
- Respond to action items and email requests from the CCEPP by the date stated.
- Ensure they have the appropriate expertise, authority and training¹⁰ to participate fully in the CCEPP. This includes ensuring they are appropriately authorised to make decisions on behalf of their Party including the endorsement of budgets, Response Plan, judgements on technical feasibility, cost benefit of eradication and other technical matters. CCEPP members should complete introductory Biosecurity Online Training (BOLT) courses before participation in any CCEPP activities.
- Ensure any personnel from their Party who participate in CCEPP activities are adequately trained (EPPRD clause 15) and abide by the requirements of the [Consultative Committee on Emergency Plant Pests operating guideline](#). This includes ensuring staff complete the introductory BOLT courses.
- If a delegation of authority is required, provide the delegate to the CCEPP Secretariat prior to meetings of the CCEPP.

⁹ All CCEPP members, 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 EPPRD. Government representatives may be bound by privacy provisions under their respective public service/government employment Acts; however in accordance with clause 11.6.2 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).

¹⁰ EPPRD clause 11.4.2, 11.6.2 and 15.

- Provide relevant and appropriately skilled nominee(s) for SAPs as required and brief their SAP nominees appropriately.
- Maintain adequate records of time spent engaged in activities relating to Cost Shared responses (normal commitments and any Cost Shared expenditure) to enable reporting of wider costs at the end of an Incident.

Additional key responsibilities of CCEPP Representatives and observers attending CCEPP meetings are summarised in the table below.

Representative/ Other	Role/Responsibility
Chair (ACPPO)	<p>Receive formal notification of Incidents from state and territory CPHMs.</p> <p>Notify CCEPP (via the Secretariat) of the Incident immediately after receiving notification from the Lead Agency and advice from PHA on Affected Industry Parties.</p> <p>Following consultation with the CCEPP, formally declare the detection at a national level concurrently with the Lead Agency.</p> <p>Liaise with the CCEPP Secretariat to ensure appropriate information, situation updates and documents are distributed to the CCEPP.</p> <p>Monitor and progress Incidents through the Secretariat from the point of notification through to formal closing out by NMG.</p> <p>Convene and Chair CCEPP meetings.</p> <p>Communicate recommendations of CCEPP at NMG meetings.</p>
Commonwealth Representative	<p>Present the position of the Commonwealth.</p> <p>Make decisions on behalf of the Commonwealth.</p>
CPHM (Lead Agency)	<p>Receive notification of Incidents in the relevant jurisdiction.</p> <p>Notify the ACPPO of the Incident within 24 hrs of receiving notification and include accurate and relevant information about the suspect EPP and its detection. Note that notification may initially be provided verbally, however any verbal advice must be confirmed in writing using the Preliminary Information Data Sheet (PIDS).</p> <p>Provide accurate and timely advice to the CCEPP.</p> <p>Provide situation reports, Response Plan drafts, expenditure reports and other relevant information to the CCEPP Secretariat for distribution to the CCEPP.</p> <p>Present the position of the Party they represent.</p> <p>Make decisions on behalf of the Party they represent.</p>
CPHM	<p>Present the position of the Party they represent.</p> <p>Make decisions on behalf of the Party they represent.</p>

	<p>Provide expertise and laboratory facilities for confirmatory diagnostics if required.</p> <p>Notify the CCEPP Secretariat if interstate movement restrictions are enacted¹¹.</p>
Affected Industry Party(s) ¹²	<p>Present the position of the Party they represent.</p> <p>Provide advice on industry specifics such as distribution/location, cropping system details and other relevant industry facts pertinent to the response.</p> <p>Make decisions on behalf of the Party they represent.</p>
Representatives from the Department ¹³	<p>Provide specific expertise and advice on international trade impacts as required.</p>
PHA ¹⁴	<p>Provide advice to the Secretariat on potentially Affected Industry Parties and provide Secretariat with up to date contact details of Industry Party Representatives.</p> <p>Present the view of PHA.</p> <p>Support compliance with the provisions of the EPPRD and provide advice to members on actions in relation to the EPPRD.</p> <p>Draft the NMG paper relating to Cost Sharing the Response Plan.</p> <p>Chair SAP meetings.</p>
Secretariat	<p>Liaise with PHA to identify potentially Affected Industry Party(s) for Incidents.</p> <p>Liaise with the ACPPO to ensure notification of Incidents is provided to the CCEPP immediately after the ACPPO receives notification from the Lead Agency and advice from PHA on Affected Industry Parties is provided. This includes distribution of the PIDS immediately upon receipt from the Lead Agency.</p> <p>Work with the ACPPO to monitor and progress Incidents from the point of notification through to formal closing out by NMG.</p> <p>In conjunction with PHA ensure all participants (members and observers) have signed appropriate documentation regarding confidentiality prior to participation in meetings.</p> <p>Inform the CCEPP of relevant delegations of authority received.</p> <p>Inform the CCEPP of notification of enactment of interstate movement restrictions by a jurisdiction.</p> <p>Organise meetings of the CCEPP and ensure all are convened in accordance with the terms specified in the EPPRD and PLANTPLAN.</p>

¹¹ The CCEPP may make a decision to refer issues relating to interstate movement restrictions and quarantine to the Subcommittee on Domestic Quarantine and Market Access. This will occur through referral of the matter directly to Plant Health Committee.

¹² For other roles and responsibilities of Affected Industry Party Representatives during a response to an Incident refer to the [Industry Liaison functions](#) job card.

¹³ Non-voting Standing Representatives (two) with expertise in biosecurity policy and biosecurity operations.

¹⁴ Non-voting Standing Representative. Note that a more detailed description of the roles and responsibilities of PHA during an Incident are provided in the [Normal Commitments for Parties to the EPPRD](#) guideline available on the PHA website.

	<p>Inform CCEPP of any delays in processes, delivery of Action Items and reasons for any postponements or re-scheduling in a timely fashion.</p> <p>Ensure the efficient operation of CCEPP business including progression and maintenance of relevant documentation including but not limited to the following:</p> <ul style="list-style-type: none">• Circulate situation updates, expenditure reports, draft Response Plans, NMG papers and other relevant information to the CCEPP at least 48 hours prior to scheduled meeting date where possible.• Draft and circulate action items/outcomes, minutes, talking points, NMG papers and other information items arising from meetings to all CCEPP members.• Coordinate the completion of action items through liaison with CCEPP members, including where relevant, through maintenance of a consolidated CCEPP meetings action list.• Coordinate and collate responses to out of session meetings of the CCEPP.• Collate responses to CCEPP emails and tabulate member responses for distribution to CCEPP members.
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Further information

Further information on the roles and responsibilities of the CCEPP as a committee and its representatives can be found through the Biosecurity Online Training (BOLT) planthealthaustralia.com.au/resources/training/biosecurity-online-training/.