**Summary**

Project: Revision of RSPM 35 – *Guidelines for the Movement of Stone and Pome Fruit Trees and Grapevines into a NAPPO member Country*

General comments: This was the first meeting of the group. The called followed the Agenda copied at the end of this report.

Item 1: Welcome remarks – NAPPO ED welcomed the group

Item 2: Introductions - Each group member as well as the NAPPO Advisory and Management Committee members joining the call and the NAPPO Secretariat introduced themselves by providing their name, their position and a brief description of their expertise and job responsibilities.

Item 3: The NAPPO ED provided highlights on how NAPPO Expert Groups conduct their work; she indicated that this group might need to form sub-groups depending on expertise needed to update different parts of the standard.

Other subjects The group agreed to begin to locate relevant materials that will be used to assist the group in updating RSPM 35. Materials will be sent to the NAPPO Secretariat or placed directly by the EG members in the Google Drive folder for RSPM 35.

**Next Steps**
<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All EG members</td>
<td>Locate and provide to the NAPPO Secretariat relevant documents, standards and articles that can be used to update RSPM 35</td>
<td>ASAP</td>
</tr>
<tr>
<td>EG members and their AMC contact</td>
<td>Discuss and agree on nominations for Chair and Vice-Chair for the RSPM 35 EG</td>
<td>Before next call</td>
</tr>
<tr>
<td>NAPPO Secretariat</td>
<td>Assist EG by uploading the documents to the Google Drive folder for the group</td>
<td>As needed</td>
</tr>
<tr>
<td>NAPPO Secretariat</td>
<td>Send Doodle poll to schedule next call</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

**Next Meeting**

Location: Via conference call

Date: A Doodle poll will be sent to confirm the date and time

**Proposed Agenda Items**

1. Welcome remarks by the NAPPO ED
2. Approval of meeting agenda
3. Brief introduction of conference call participants
4. The North American Plant Protection Organization (NAPPO): What it is and how we work
5. Project description, objectives, expectations and timelines
6. Resources provided by NAPPO to facilitate the EG work:
   - Momentum telecom
   - Google Drive
   - Conference calls
   - Face to face meetings
   - NAPPO Executive Director, Technical Director and/or Advisory and Management Committee members (AMC)
7. Election of EG Chair and Vice Chairperson
8. Questions and answers
9. Next conference call
10. Meeting adjourned