



NAPPO

North American Plant Protection Organization
Organización Norteamericana de Protección a las Plantas

NAPPO Conference Call Report

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| Expert Group: | Quality Management Systems -Terminology | |
| Location: | Videoconference – Zoom meeting | |
| Date: | July 9, 2021 | |
| Chairperson | Christina Devorshak (USDA-APHIS-PPQ) | |
| Participants: | | |
| Pedro Luis Robles García (SENASICA) | Brad Gething (US Industry) | Ángel Ramírez Suárez (SENASICA) |
| Rajesh Ramarathnam (CFIA) | Donald Seaver (USDA-APHIS-PPQ) | Stephanie Dubon (USDA-APHIS-PPQ) |
| Nedelka Marín-Martínez (NAPPO) | Alonso Suazo (NAPPO) | |
| Summary | | |
| General comments: | <ul style="list-style-type: none"> The TD welcomed and thanked EG members for joining the call. Agenda approved as presented. June 06 videoconference call notes approved. The TD agreed to write the videoconference report and send to the chairperson for review and approval. | |
| Item 1: | Discussion document and terminology in Excel spreadsheet. | |
| Consensus: | <p>The chairperson asked the Expert Group for feedback on the discussion document including the approach used. Brad Gething (US Industry) indicated the document provides a broad statement. He also informed that comments from the industry will be provided in the future.</p> <p>The chairperson:</p> <ul style="list-style-type: none"> Indicated that the nursery and seed industries heavily use QM terminology and suggested to consider input from Industry representatives like Craig Regelbrugge. Indicated that industries groups that may be subjected to audits could also be considered for feedback. <p>Additional notes.</p> <ul style="list-style-type: none"> The chairperson indicated that the homework was intended to understand how people in the different organizations within each NAPPO country use the terms provided in the Excel spreadsheet. Rajesh Ramarathnam requested more clarification to better understand the type of agreement or objectives set for the expert group. The chairperson indicated that the discussion paper is a reference to support the conclusions and recommendations. | |

- Pedro Robles expressed concerns on how the project will move forward and indicated that many terms have already been defined by the IPPC and other international organizations like ISO (ISO 17025 and ISO 9001). Pedro noted that there is still a lot of different opinions and preferences for the use of QMS terminology. He indicated for example, that in the US, that is evident as some people prefer to use the ISO terminology and other will prefer to use the terminology in REFRESH. He indicated that Mexico's position is not to alter the definitions already established in these international organizations or defined by their internal (federal) regulations. This concern causes uncertainty as to what the direction the group will take in defining QMS terminology.
- The chairperson
 - indicated that NAPPO has a lot of the QMS terminology, but it is being used in inconsistent ways.
 - Reminded the EG that the task of the EG is to evaluate what terms need to be kept, removed, or re-evaluated.
 - Indicated the EG also needs to identify terminology defined in other sources that might be useful for NAPPO.
 - Indicated the EG will then have to make recommendation on what terms will be kept and what definitions are appropriate for those terms.
- Mexico raised concerns because some of these terms are used in their national legislation and defining this terminology accurately is important to properly implement their standards and NAPPO standards.
- The chairperson used the "Quality System", "Quality Management System" and "Quality Assurance System" as an example to illustrate the problem with the current use of this terminology. She indicated that all these terms mean the same but are used in different context and emphasized the need to agree on a common term that can be used in a harmonized way in NAPPO standards.
- Mexico reiterated that some "variations" of the terminology is important because they address legal or technical issues.
- Mexico indicated that sharing the terminology in their official standards will help understand how the terminology is used in Mexico and facilitate the harmonization with existing terminology in NAPPO standards.
- The chairperson requested from Mexico to provide a list of terms they use related to quality management and add these terms in the Excel spreadsheet.
- Rajesh indicated that some terminology is used for

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| | specific standards and are defined in the standard but not in the glossary and suggested the EG should consider using this approach not just for quality management systems terminology. Rajesh indicated that if a term is specific to a specific standard it should stay in the standard and not in the glossary but terms that can be applied more broadly across different standards should be defined in the glossary. | |
| Other subjects: | The chairperson provided an overview of the Excel spreadsheet and provided additional explanation on how terms were arranged in categories. | |
| Next Steps | | |
| Responsible Person | Action | Date |
| EG members -Mexico | Prepare a list of QM related terms used by Mexico in their official standard and include the terms in the Excel spreadsheet shared with the group. | By COB August 6, 2021 |
| NAPPO TD | Modify and share the Excel spreadsheet to include new terminology from Mexico and to provide additional columns for feedback from the EG. | Week of July 19, 2021. |
| EG | <ul style="list-style-type: none">Review the list of terms in the Excel spreadsheet and mark which terms<ul style="list-style-type: none">should be deleted (not useful)can be applicable to more than one standard and therefore are more amenable to harmonization.Provide a list of all possible definitions for audit. | By COB August 6, 2021 |
| Next Meeting | | |
| Location: | Videoconference – Zoom meeting | |
| Date: | August 18 from 2:00-3:00 pm EST. | |
| Proposed Agenda Items | | |
| 1. Discuss if homework was completed | | |
| 2. Hear feedback from the group about what they would like to accomplish for this project. | | |
| 3. Review presentation for NAPPO Annual Meeting | | |
| 4. Next steps | | |