

ACVM Industry Liaison Group (ILG)

Meeting procedure

1 Introduction

1.1 Purpose

The purpose of this procedure is to describe the operations and function of the ACVM Industry Liaison Group (ILG) meetings. The ILG has been formed to provide structured communication on operations matters.

1.2 Scope

This procedure covers the composition and functional working of the ACVM ILG meetings

1.3 Definitions

ACVM Group

Agricultural Compounds and Veterinary Medicines Group.

AVMAC

Agricultural Compounds and Veterinary Medicines Advisory Council

ERMA NZ

Environmental Risk Management Authority New Zealand

NZFSA

New Zealand Food Safety Authority

MoH

Ministry of Health

VCNZ

The Veterinary Council of New Zealand

2 COMPOSITION

2.1 Membership

The meeting will be chaired by NZFSA. It is expected that there will be regular attendance from the Director, Approvals and ACVM, and management and technical NZFSA staff. Other members of the NZFSA will attend as required by the agenda.

One designated representative of each of the invited organisation – refer to appendix 2 for details of the organisations and their spheres of responsibility.

2.2 Attendance

2.2.1 Members are expected to treat ILG meetings as a high priority and attend as often as possible.

2.2.2 If members are not able to attend a meeting it is expected that they will advise the Secretary and arrange another representative from their organisation ensuring that they are fully briefed on any background information, so they are able to take a full part in the meeting.

2.2.3 From time to time other organisations or NZFSA staff may be invited to attend to make presentations or for other purposes. Arrangements are to be made through the Secretary.

2.3 Replacement of members

Should a member from one of the nominated organisations leave the organisation or be unable to undertake the ILG responsibility for any other reason, it is expected that a replacement person will be nominated by the organisation concerned and the Secretary advised of the change.

3 PROCEDURES

3.1 Timing

The group will meet approximately twice a year. Meeting dates, venue and times will be agreed in advance and confirmed at each meeting for the one ahead.

3.2 Chair and meeting notes

- 3.2.1 The Chair will be the Programme Manager (Operations) or a suitable delegate.
- 3.2.2 The minutes and any actions will be taken by the Secretary and will be available for confirmation by members within 10 working days of the meeting.
- 3.2.3 Minutes will not generally be made available for public distribution. It is expected that any information discussed at the meeting should be cleared with the member concerned people to be used in public.

3.3 Agenda

The draft agenda will be circulated at least 10 working days before the meeting by the Secretary. Items for inclusions can be advised to the Secretary. The standard agenda items are:

- 3.3.1 Confirmation of minutes and matters arising from the minutes of the previous meeting (unless covered under later items on the agenda).
- 3.3.2 Action items – review of actions due for completion (unless covered by later items on the agenda).
- 3.3.3 Compliance issues – report from NZFSA.
- 3.3.4 Industry issues – report from each of the Industry members on major issues facing their members relevant to the ACVM Act or other NZFSA interest.
- 3.3.5 Operational issues. – report from NZFSA and update on operational issues, including registration backlogs etc...
- 3.3.6 Other business – these items should have an owner indicated on the agenda and details should be pre-advised to the Chair.
- 3.3.7 Confirmation of the current action list and date of the next meeting

3.4 Communications

- 3.4.1 In order to encourage open and honest discussion, any opinions or views expressed by the members in the discussion part of the meeting should be treated as confidential and only repeated (verbally or in writing) with their express permission.
- 3.4.2 It will be the responsibility of the member organisations to provide an effective two-way communication with members to ensure that they accurately reflect the

organisation views and priorities, and that outcomes or discussion points from the meetings are quickly fed back.

3.5 Review

The purpose and scope of ILG will be viewed every two years, or on request from one of the members

Appendix 1: ILG Terms of Reference

1 PURPOSE

The purpose of the Industry Liaison Group is to provide structured communication with NZFSA and the Industry Sectors on key ACVM, Pesticides, Animal Remedies, Stock Food and Fertilisers Acts, operational matters impacting on the Industry in order for the ACVM Group to effectively and efficiently manage the risks prescribed in the Agricultural Compounds and Veterinary Medicines Act (1997) and under the current Animal Remedies and Pesticides legislation.

2 MODUS OPERANDI

- 2.1 The group will not be a decision making body. It will function as an information sharing and opinion gathering forum, especially on operational issues.
- 2.2 The Group will meet formally twice a year
- 2.3 Members will bear their own costs relating to attendance at meetings
- 2.4 Review of the Terms of Reference of the Group will be conducted every two years

3 MEMBERSHIP AND ROLES

3.1 Membership

3.1.1 The Group will consist of a representative from each of the invited organisation (refer to appendix 2). The member organisations are selected to cover the majority industry groups directly impacted by the ACVM Act

3.1.2 ACVM Group representation will be coordinated by the Director Approvals and ACVM in light of the agenda items agreed for the meeting.

3.2 Roles

3.2.1 Industry Liaison Group

- Maintains an overview of sectorial views and opinions on the implementation of the ACVM Act.

- Advises on matters that are of particular concern relating to the impact of products, the potential risks they represent, or the regulation or such products.

3.2.2 Members

- Represent view of the members of their representative organisation of the Group.
- Ensure their organisations' views are represented via personal attendance or ensuring another representative is fully briefed
- Take part in free and frank discussions which will at times involve challenging other views put forward. Members are expected to respect the perspectives of other members and the confidentiality of opinions expressed in open discussions
- Communicate quickly back to their members on outcomes and discussion points

3.2.3 NZFSA

- Provides secretariat support to the ILG =, including circulation of the agenda and papers (at least 10 working days prior to each meeting), circulation of the Group minutes and "notes" (within 10 working days of each meeting) and arrangements for any travel required
- Represents the view of other food Assurance Authority directors, MAF Biosecurity Authority, NZFSA Policy and Government Policy
- Provides technical and administrative support as agreed
- Provides regular reporting against operation key performance indicators (KPI)

APPENDIX 2: ILG MEMBERS

Agcarm Inc

Represented by: Graeme Peters

AGCARM is an industry association established to foster and promote the industry that manufactures, formulates, imports and distributes crop protection and animal health products. It promotes the responsible use of crop protection and animal health products as an integral part of the production of high quality food and fibre through high yield sustainable agriculture and promotes the use of animal remedies so as to preserve and enhance the welfare of animals.

AGCARM member companies handle at least 90% of agrichemicals and 80% of the animal remedies sold in New Zealand, and work closely with Crop Life and the Animal Health Alliance, Agcarm's sister organisations in Australia.

Animal Remedy and Plant Protectant Association (ARPPA)

Represented by: Gabrielle Deuss

An association of manufacturers and distributors of animal remedies and plant protectants, formed in 1992 for the purpose of representing the smaller New Zealand based companies that are operating in the veterinary medicine and pesticide industries. The main reason for formation was to give a united voice on matters that affect these industries. The Association has 34 members covering about 800 registered products.

FEDERATED FARMERS OF NEW ZEALAND

Represented by: Ann Thompson

Federated Farmers of New Zealand is New Zealand's premier landowners' sector organisation And represents the Grains, Dairy, Meat & Fibre, Goats and Bee industry groups. Among other missions, Federated Farmers promotes responsible farm management and environmental practices. As such, Federated Farmers represents a large sector of users of agricultural compounds and veterinary medicines.

New Zealand Veterinary Association (NZVA)

Represented by: Julie Hood

The NZVA is the national body representing the veterinary profession. It promotes the application of veterinary knowledge and ensures that animals used by humans in agricultural production are used effectively and that the quality of produce is acceptable to all markets. It also advocates that the health, welfare and performance of animals used for agricultural production is maintained at all times.

Horticulture New Zealand

Represented by: Tony Ivceovich

Horticulture New Zealand represents the interests of New Zealand's 7,000 commercial fruit, vegetable, berryfruit and olive growers. Its mission is to provide a united voice for growers on industry-wide issues and to create a positive and sustainable industry profile and business environment for growers. Hort NZ's 2008/2009 priority actions are industry vision & strategy, environment, RMA advocacy, compliance costs, border security, food safety, seasonal labour and employment, people in horticulture, trade & global intelligence, adverse climatic events, communications.

POULTRY INDUSTRY ASSOCIATION OF NZ (INC), EGG PRODUCERS' FEDERATION OF NZ (INC) AND NZ FEED MANUFACTURERS' ASSOCIATION

Represented by: Natalie Chrystal

Words to come

POULTRY ASSOCIATION OF NEW ZEALAND

Represented by: Frances Clement

Words to come

