



## **GIA Response Guide Joint Working Group**

### **Terms of Reference (May 2014)**

#### **Background**

The GIA Deed entitles signatories to participate in responses as joint-decision makers for strategic decisions in any new responses to unwanted organisms that are initiated after they have signed. This includes the decision on whether or not to initiate a response.

Timely and effective decision-making is critical to what a response can be expected to achieve. Ensuring that MPI and industry know what they need to do to meet their obligations for strategic decision-making immediately from when they sign the Deed is the first priority outcome for the Joint Working Group (JWG).

The existing National Biosecurity Response System is well tested, and sets out clearly defined decision steps. This system, with modifications to reflect participation from industry Deed Signatories, will continue to guide all biosecurity responses

#### **Purpose of the Joint Working Group**

The JWG will recommend how GIA commitments work in the existing response system for all parties and recommend further work for the longer term.

#### **Success criteria**

The JWG will be successful when all parties to the Deed know, understand and have a good level of comfort on how under GIA response arrangements:

- The National Biosecurity Response System I operates
- Consensus decisions are made in response conditions
- Governance will be managed
- Information relevant to strategic decision-making in a response will be shared
- Key roles and responsibilities are expected to be carried out
- Role holders will be trained to maintain their skills in order to fully and effectively participate
- These elements collectively contribute to better decisions and biosecurity outcomes
- Ongoing commitments to capacity and capability of the system and its operation will be developed and maintained

#### **Outputs**

The JWG will develop and test for consideration by potential Deed Signatories at the September 2014 Biosecurity Forum:

1. Guiding principles that underpin GIA response arrangements.
2. An introduction to the National Biosecurity Response System that provides Signatories and potential Signatories with a clear understanding of the system and how it works, and which will form part of future training programs for response participants.
3. A 2-3 page guide that gives decision-makers the necessary information to be effective in response strategic governance roles.

The material to be considered at the Forum will be reviewed by the IGB for approval for release prior to its circulation to potential Signatories on 24 July.

### Membership

The JWG is a skills-based group made up of MPI and potential industry Signatory representatives. The GIA Secretariat is represented in an advisory role.

Core skills and experience that are represented on the JWG include:

- Experience in strategic decision-making (e.g. on governance groups)
- Familiarity with CIMS and/or existing MPI biosecurity response systems
- Direct experience of working in responses (biosecurity and/or CIMS)

The core membership for the GIA Response JWG will be kept to the minimum required to ensure core skills and perspectives are represented. The JWG may invite subject matter experts to specific meetings, where required, to progress its activities.

### Working methods

The JWG will:

1. Report to the Interim Governance Body
2. Make any decisions by consensus
3. Meet as necessary to progress its work
4. Establish sub-committees, as necessary, to progress elements of its work
5. Meet the timeframes required by the IGB

JWG members will be responsible for completing allocated actions that they have agreed to, and within agreed timeframes.

### Resources and budget

Costs associated with participation in the JWG will be met by the member organisations.

The JWG will not commit to any additional expenditure without the express agreement of the IGB.

### Process and timeframes

The agreed work plan is in [Attachment 1](#).

Activity	Responsibility	Key date (2014)
Scoping work shop	MPI/Secretariat	29 – 30 April
Plan and draft outputs	Coordinator Drafting group	May – mid-June
Draft outputs circulated to JWG for review and comment	JWG	13 June
Feedback on draft provided to Coordinator	JWG	20 June
Tabletop testing – Interim Fruit Fly Council	Drafting group	30 June
Tabletop testing – ‘Coleman Group’ – animal industries	Drafting group	07 July
Teleconference to finalise outputs	JWG	14 July

Final documents to GIA Secretariat for IGB approval to release	Coordinator	17 July
Circulate to potential Signatories and Forum participants	Secretariat	24 July

## References

1. The Deed [www.gia.org.nz/Portals/79/Content/Documents/Key finals/Deed-Final-2013.pdf](http://www.gia.org.nz/Portals/79/Content/Documents/Key%20finals/Deed-Final-2013.pdf)
2. MPI Response Policy [www.biosecurity.govt.nz/files/biosec/policy-laws/response-policy-risk-organisms.pdf](http://www.biosecurity.govt.nz/files/biosec/policy-laws/response-policy-risk-organisms.pdf)
3. MPI's National Biosecurity Response System [brkb.biosecurity.govt.nz](http://brkb.biosecurity.govt.nz)
4. The Biosecurity Act 1993 [www.legislation.govt.nz/act/public/1993/0095/latest/DLM314623.html](http://www.legislation.govt.nz/act/public/1993/0095/latest/DLM314623.html)

**JWG Response Work Plan**

	May	June	July	August	September	
<b>Significant dates:</b>	<p><b>May 20:</b> Likely 1<sup>st</sup> signatory</p>		<p><b>July 17:</b> Products to Lois</p> <p><b>July 24:</b> IGB</p>		<p>Next Biosecurity Forum</p>	
<b>Work plan:</b>	<p>Draft products 1 and 2: small group, with Amelia, Chris M, Ed, Hilary and Barry (Lois to check in with Barry).</p>	<p><b>13/6:</b> Draft sent to JWG for comment (incl Equine &amp; Poultry reps, possibly Pork)</p>	<p><b>20/6:</b> All feedback received from JWG.</p>	<p><b>Plan A:</b> <b>7/7:</b> table-top with Coleman Group pm; Fruit Fly council am</p> <p><b>w/c 14/7:</b> JWG tele conf. – Amelia to Doodle dates</p> <p>Revisions made.</p> <p><b>Plan B:</b> <b>w/c 8/7:</b> table-top with JWG</p>		
	<p>MPI: to check if need to give heads up that an exercise will be happening.</p>	<p>Hilary: check with David Boag re scenario set-up.</p> <p>Kimberley: ask Coleman Grp re July date.</p>				