

GIA response quick guide



This document contains extracts of the **GIA Response Guide (updated March 2016)**. It is a refresher for Response Governance decision makers who are familiar with the GIA Response Guide and how biosecurity responses are managed.

Things to keep top of mind

Response Governance makes decisions by consensus.

Response Governance makes strategic decisions and directs the Controller. As a member of Response Governance you will be making decisions about:

- Starting a response
- Agreeing interim measures
- Agree the response's outcomes, objectives, approach and resourcing levels
- Approving the response plan and other documentation
- Stopping the response and/or transitioning to long term management

You need to know and act within your mandate.

The Controller is responsible for management and operational matters.

Before attending a Response Governance meeting make sure you have:

Critical administration

- Read and understood the [Response Governance terms of reference](#)
- Possess the appropriate skills, experiences and competencies to be an effective decision-maker on Response Governance
- Have the time and ability to participate in and commit to the response
- Signed a [confidentiality agreement](#)
- Declared, or are ready to declare, any potential [conflicts of interest](#)

Situational awareness

- Received and considered the rapid assessment report, or had a verbal situational briefing from either MPI or senior members of your industry organisation
- Received and considered the response brief, if one exists
- Received and considered the Response Governance meeting agenda and any associated documents, are aware of the sorts of decisions that you will need to make, and are prepared to actively engage in associated discussions
- Discussed in confidence the issue with senior members of your organisation, and are aware of their perspectives as relevant to response decision-making

Authority and financial delegation

- Have the mandate and authority to make decisions on behalf of the Signatory that you represent.
- Have the appropriate financial delegations to make decisions with potential cost implications, within industry fiscal caps and Government approved funding
- Familiarity with any relevant pre-negotiated Operational Agreements, including fiscal caps and cost-share commitments.
Note: until July 2017, Crown pays 100%.
- From July 2017, are aware of default arrangements where no relevant Operational Agreement exists, including fiscal cap and cost-share commitments

Managing responses

Biosecurity responses are managed using the [National Biosecurity Response System](#).

A response has five stages:

- Investigation
- Initiate response
- Response planning, reporting and implementation
- Transition from response
- Learn and close

Useful Resources

- [GIA Response Guide](#)
- [Process for investigation and response decision-making under the GIA Deed](#)

Guiding principles for GIA response decision-making

1. The scope of the GIA Deed, as relevant to response, will not be reviewed until after Signatories have been actively involved in responses to test the Deed. There is an expectation that the Deed will continue to evolve based on experience gained by Signatories.
2. Signatories will use MPI's NBRs to manage responses.
3. The NBRs will continue to evolve to fully reflect participation by industry Signatories and to capture improvements identified through response experience.
4. Signatories commit to working everything through established NBRs processes, including response management, use of response governance and project structures, reporting lines and issue resolutions processes.
5. The biosecurity response system, in its widest sense, must be functional at every point in time. There can be no delay if it would negatively impact the response outcome or restrict options.

The government's role during a biosecurity response

6. MPI will act in the interest of the New Zealand public and will preserve options in this interest until a joint decision on specific actions is made.

Response Governance

7. An industry Signatory that is affected by an unwanted organism and a beneficiary of the response has the right to be represented on Response Governance.
8. Response strategic decisions start and stop with Response Governance, where decisions are within industry fiscal caps and MPI financial appropriations.
9. Response Governance will contain people with the skills needed to make the most effective decisions.
10. Response Governance membership numbers will not be capped.
11. Response Governance membership will generally start wider and narrow as appropriate.
12. All Response Governance members will have access to the same information to ensure the most informed decisions.
13. Continuity of Response Governance members is critical for a response, however, membership can evolve. For example, there may be escalation or de-escalation of members based on the biosecurity risks to be managed and/or to accommodate the delegated authority required for the strategic decisions to be made.
14. Response Governance members are responsible for providing relevant and appropriate information to their organisation and its members at an appropriate time, and in accordance with confidentiality provisions. They are also responsible for tabling any relevant feedback from their organisations back to Response Governance.

15. Cost-shares and fiscal caps for a biosecurity response will be pre-agreed and documented in an operational agreement. Where cost-shares and fiscal caps have not been pre-agreed, they will be negotiated in a separate process outside of the response.

Response Governance Chair

16. Representing the interests of the New Zealand public, MPI will fill the role of the Response Governance Chair, unless otherwise agreed.
17. The Chair will determine attendance of observers and advisers (for example, non-decision making representatives from other industries, regional councils) in consultation with Signatory decision-makers represented on Response Governance.
18. The Chair will ensure Response Governance members are well informed prior to meetings.
19. The Chair will develop strategies to effectively manage strategic governance of large Response Governance groups.

Controller and Incident Management Team

20. All response information feeds and recommendations will flow to Response Governance through the Controller.
21. In addition to governance roles, MPI may ask beneficiary Signatories to provide resources to support a response. For example, industry advisors to the Incident Management Team and work streams to ensure that industry knowledge and perspectives are appropriately considered and reflected in recommendations to Response Governance.

Incident Action Plan

22. Developed by the Incident Management Team and approved by Response Governance during a response, the incident action plan is an evolving document that sets out the plan for implementing Response Governance decisions and guides all subsequent activities. The incident action plan reflects any pre-agreed strategies or contingency plans that have been documented in an operational agreement, and will include response review and exit triggers.

Disclaimer: While every effort has been made to ensure the information in this document is accurate, the Deed Governance Group (comprised of MPI and industry GIA Signatory representatives), including any of their employees or agents involved in the drafting of this Guide, does not accept any responsibility or liability for any error of fact, omission, interpretation or opinion which may be present, nor for the consequences of any decisions or actions based on this information.