# **DEED GOVERNANCE GROUP**

**GIA Deed Review: Terms of Reference**

## Purpose

1. These terms of reference detail the process to complete the first review of the GIA Deed.

## Terms of Reference

1. Section 4.3.1 of the GIA Deed requires that “The Signatories will review the operation of this Deed after two years of its commencement, within the Governance Group or another appropriate collective forum. With the Deed having first been signed in May 2014, the first review is required in the first half of 2016.
2. DGG considers the core features of the Deed it wishes to retain are:

A principles-based Deed, rather than trying to document detailed rules and practices in the foundation document

A brief Deed that includes key features of the agreement at a high level

As much as possible coverage of detailed practices, rules, and interpretations should be contained in separate operating rules, guidance documents and operating agreements. This allows for greater tailoring of these documents to specific sector, pests, and circumstances.

1. The aim of the 2016 Deed Review is to amend Deed provisions that currently significantly inhibit Deed implementation, or are comparatively easy to fix and are non-controversial.
2. In making decisions on possible changes, DGG seeks feedback from both Signatory and non-Signatory representatives.
3. Further reviews or changes can be made at any time by agreement of Signatories, and the Deed will, in any case, be reviewed at least every 5 years.

## Deed Review process

1. The following steps will be taken to review the GIA Deed:

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| **Timeframe** | **Action** | **Comment/Detail** |
| 29 Feb 2016 – 11 March 2016 | Prepare consultation material including sub-committee and DGG sign off | Completed |
| 14 Mar 2016 – 22 Apr 2016 | Call for feedback through, newsletters, website, and direct contact with stakeholders  DGG representatives responsible for ensuring Signatory views included in the process | Completed |
| 26 Apr 2016– 8 June 2016 | The Secretariat will collate feedback and report to DGG on options for change  Legal review of process concluded  Scope and Agree ToR | DGG considered 14 June 2016. |
| 14 June 2016 – 2 August 2016 | Draft text for changed Deed provisions ready for consultation prepared  DGG agrees in-principle any changes proposed | Legal input required on drafting  Likely specific project work required to develop some options |
| tbc | Signatory, potential signatory, and close stakeholders advised of proposed changes (including proposals not actioned). This will be through a second direct letter; the GIA website and newsletter, and (maybe) meetings in the main centres | Industry groups to be offered one-on-one meetings |
| tbc | DGG considers any further feedback and makes final decision on proposed change | DGG meeting 2 August 2016 (maybe later, or out of session) |
| tbc | Signatories confirm decisions | Combination of Board resolutions, some members consultation, or Cabinet consideration |
| (late) October 2016 | Formal (re) signing (forum?) Communication of changes to key stakeholders.  Implementation by the Secretariat of any changes required | Possible link in to Annual Report launch and late 2016 forum. |