

DEED GOVERNANCE GROUP

Operational Rule: Accountability reporting

21 June 2022

1. Introduction

- a) This operational rule describes the framework that facilitates measurement of how well the GIA partnership is meeting its objectives.
- b) It provides guidance for how Deed signatories keep the partnership informed of their work to advance Deed objectives in accordance with Deed¹ Clause 3.2.1) g), viz:

*3.2.1 - **Minimum commitments for each Signatory** to achieve Deed outcomes include:*

g) reporting annually to the governance group on the progress made in readiness and response activities and delivery against minimum commitments.

- c) GIA partners recognise that the GIA Deed is a means to achieve the shared outcome of reduced risk and harm from biosecurity threats that might arrive in NZ through open collaboration and partnership. These are well defined in the objective, outcome, and principles sections of the GIA Deed. However, partners have noted it is difficult to easily measure the benefits that have accrued because of GIA at the system or signatory level. How do we know if, and how can we demonstrate that:
 - The biosecurity system is improving because of the GIA partnership.
 - Sector/industry biosecurity (readiness and response) is improving because of the GIA partnership.
 - Improvements are balanced across the various signatories (is GIA delivering for all signatories)?
 - Signatories are progressing or delivering against their minimum commitments?
- d) In response to these questions, the Deed was amended in July 2022 to require that signatories should report annually on readiness and response progress that they (as signatories and in partnership) were making under GIA, and on how they are delivering against their respective minimum commitments.
- e) Reporting is intended to provide an overview of activity and align with signatories' own reporting period within a framework to provide consistency for ease of data aggregation and review without being unduly prescriptive.

2. Reporting framework

- a) The framework will collate information on signatory programmes that contribute to partnership and signatory progress in readiness response activities and delivery against minimum commitments.
- b) The information format will enable ready comparison and aggregation without imposing a high reporting overhead on signatories.

¹ As per revised Deed agreed by DGG 29 March 2022

Information required and report format

- c) For each minimum commitment signatories should identify activities that contribute to that commitment. Activities may take the form of projects, work programmes, OA programmes, one off events that serve to advance readiness and response across their sector and/or GIA. For MPI this will include, at a high level, a summary of system level biosecurity activities that progress GIA's goals.
- d) Supporting data should include a list of key outcomes. Outcomes include results, gaps identified, variance to plan, learnings that serve to improve GIA, adverse circumstances ...
- e) A simple tabular format is ideal as per the example below and the template in Appendix 1.

Minimum commitment	Activity	Key outcomes
MC #1	Activity #1	Outcome #1 Outcome #2
	Activity #2	Outcome #1 Outcome #2 Outcome #3
MC #2	Activity #1	Outcome #1
	Activity #2	Outcome #1 Outcome #2

Reporting period

- f) The reporting framework is based on a 1 July to 30 June year and reports should ideally address activities throughout that period. However, it is recognised that reporting periods vary among signatories and that there is a desire to limit additional data collection and collation. The framework enables signatories to provide reports in advance of the 30 June year end – the preceding 31 December or 31 March for example.
- g) Irrespective of a signatory's reporting period, information shall be provided to the Secretariat by 30 September each year.
- h) The Secretariat will issue guidance and reminders, collate reports and distribute to the DGG, along with any overarching commentary and analysis it has on themes emerging from the reporting.
- i) DGG will review the collated reports no later than November of any given year and decide what, if any action is required in response, and how the information might be communicated to stakeholders or used to further improvements in delivering better biosecurity outcomes

3. Failure to provide reports of data that does not meet the need of the framework

Non-reporting

- a) If a signatory has not provided the Secretariat with their report within three months of their reporting period, the Secretariat will liaise with the signatory to secure the report.
- b) If the report is remains overdue after a further month, the Secretariat will inform the Chair of the DGG who will liaise with the signatory to secure the report.
- c) If the report is remains overdue for another month, the Secretariat will inform the DGG who may elect to sanction the signatory.

Unsatisfactory reporting

- d) If the Secretariat feels that the information provided by a signatory does not meet the needs or spirit of the reporting framework, the Secretariat will liaise with the signatory to resolve the issue.
- e) If unable to be resolved, then either party may seek the assistance of the DGG Chair who may in turn recommend a resolution, and if needed draw the matter to the DGG's attention for resolution or sanction.

4. Collation across the partnership

- a) The Secretariat will collate data and prepare reporting in a fashion to facilitate simple comparisons across sectors, identify and enable learnings and gauge how GIA is advancing better biosecurity.

Minimum commitment	Signatory	Activity	Key outcomes
MC #1			
	Sig #1	Activity #1	Outcome #1 Outcome #2
		Activity #2	Outcome #1 Outcome #2 Outcome #3
	Sig #2	Activity #1	Outcome #1
		Activity #2	Outcome #1
MC #2			
	Sig #1	Activity #1	Outcome #1
		Activity #2	Outcome #1 Outcome #2
	Sig #2	Activity #1	Outcome #1
		Activity #2	Outcome #1 Outcome #2

5. Implementation and Review

- a) This operational rule will formally commence with reporting required for the 1 July 2022 – 30 June 2023 year, with reports due no later than 31 October 2023. However, the rule will be tested informally for the 1 July 2021 to 30 June 2022 year, so parties may assess its utility and any changes required and will also have a significant lead in time to ensure that reported activities align with minimum commitments.
- b) The rule will be reviewed within three years of its adoption to ensure it is serving the interests of GIA and signatories.

Appendix 1 – Deed readiness and response activities Reporting Templates

Deed Clause 3.2.1 - Minimum commitments for each Signatory

Signatory Name:		
Report on Deed readiness and response activities for 12 months ending:		
Minimum commitment	Activity	Key outcomes
a) Maintaining access to technical biosecurity capacity and capability.		
b) Maintaining or improving the capacity to recognise and rapidly report the detection of any unwanted organism.		
c) Promoting awareness and use of mechanisms to report changes in New Zealand’s biosecurity status		
d) Establishing and maintaining mechanisms to communicate between Signatories and with relevant stakeholders.		
e) Securing and maintaining sufficient resources to meet their commitments for the administration of this Deed including annual meetings, consultation and decision-making.		
f) Establishing or accessing the necessary capacity and capability to engage in processes to implement this Deed, and any Operational Agreements developed.		

Deed Clause 3.2.2 - Minimum MPI commitments

Signatory Name:		
Report on Deed readiness and response activities for 12 months ending:		
Minimum commitment	Activity	Key outcomes
a) Maintaining access to technical biosecurity capacity and capability.		
b) Maintaining or improving the capacity to recognise and rapidly report the detection of any unwanted organism.		
c) Promoting awareness and use of mechanisms to report changes in New Zealand's biosecurity status.		
d) Establishing and maintaining mechanisms to communicate between Signatories and with relevant stakeholders.		
e) Securing and maintaining sufficient resources to meet their commitments for the administration of this Deed including annual meetings, consultation and decision-making.		
f) Establishing or accessing the necessary capacity and capability to engage in processes to implement this Deed, and any Operational Agreements developed		

Deed Clause 3.2.3 - Minimum industry Signatory commitments

Signatory Name:		
Report on Deed readiness and response activities for 12 months ending:		
Minimum commitment	Activity	Key outcomes
a) Being aware of the industry biosecurity risk profile and taking measures to manage the biosecurity risks that industry is best placed to manage.		
a) Communicating with industry membership, including Māori, on biosecurity in general to elicit better biosecurity outcomes.		
b) Working with MPI to integrate industry into response delivery programmes and processes.		
c) Raising awareness of response procedures and policies.		
d) Promoting early reporting of unwanted organisms to MPI.		
e) Making available appropriately skilled and committed people to engage in readiness and response activities, including technical and operational experts		
f) Raising awareness within their membership, of the GIA and the commitments that have been made through this Deed and any Operational Agreement(s).		

Signatory Name:		
Report on the Deed's benefit to our organisation and sector for 12 months ending:		
a) Benefits accruing to our organisation		
b) Benefits accruing to our sector		