
DISCUSSION PAPER

Draft Terms of Reference for the GIA Secretariat

9 May 2014

Recommendation

Potential Deed Signatories are asked to consider the revised operating model for the GIA Secretariat and provide advice to the Interim Governance Body (IGB) on any gaps or further modification to the model before it is finalised by the IGB.

The revised model is presented in the form of Terms of Reference (ToRs), and has taken into account:

- a. Feedback provided by seven organisations on the out-of-session discussion paper (3/2013) circulated in October 2013
- b. The March Biosecurity Forum (2014/I)
- c. Written comments on the relevant Forum paper.

Comments should be sent by email to the Secretariat (secretariat@gia.org.nz) by 31 July 2014. The IGB or its successor will finalise the ToRs in light of any comments received and circulate it in the GIA Newsletter around August 2014.

Introduction

The Deed makes reference to the role and function of the GIA Secretariat but is not highly prescriptive of its duties. The Deed states that the Secretariat's role is to facilitate the implementation of the partnership described in the Deed.

The GIA Secretariat has been operating since October 2012 under the guidance of the IGB. With the commencement of the Deed, the Secretariat will be accountable to Deed Signatories through the Deed Governance Group for the performance of its responsibilities. It is required to base some, but not all, of its activities on those of this Group. However, the Deed also requires the Secretariat to facilitate the negotiation and drafting of Operational Agreements and to work with OA Signatories to facilitate delivery of agreed outcomes.

The Secretariat provides a repository for shared knowledge, presumably through administrative processes to develop and capture policy, best practice and knowledge accrued through operation of the Deed that achieve better biosecurity outcomes. It also has a role in the reconciliation and collection of costs and payments associated with response activities.

The following ToRs for the GIA Secretariat have been revised by the IGB from comment received from potential Signatories at the March 2014 Biosecurity Forum (2014/I) and in written submissions.

References

[Discussion paper: Operating Model for the GIA Secretariat](#)

[Feedback on the Operating Model for the GIA Secretariat](#)

[The Government Industry Agreement for Biosecurity Readiness and Response Deed](#)

Terms of Reference for the GIA Secretariat

May 2014 (Draft)

The GIA Secretariat

The Secretariat actively facilitates and, where necessary, drives the implementation of the partnership described in the GIA Deed. It is independent of government and the industry organisations it serves, and acts in the interests of all Signatories.

Role

The GIA Secretariat is established under section 4.2 of the GIA Deed and facilitates the:

- Development of policies, processes and guidance for effective implementation of the partnership
- Development of Operational Agreements
- Administration of cost sharing
- Biosecurity Forums
- Capture and sharing of knowledge.

Responsibilities

To achieve the effective implementation of the partnership that the Deed describes, the Secretariat:

1. Develops policies, processes and guidance that facilitate effective implementation of the partnership described in the Deed, for Deed Governance Group (DGG) approval.
2. Ensures that approved policies, processes and guidance are available to all Signatories, generally in the Handbook and via the GIA website.
3. Provides advice to the DGG on its responsibilities and support its operation.
4. Provides advice to the DGG on the performance of the GIA as a whole.
5. Administers Deed processes including the arrangements for organisations to sign the Deed, contact lists, withdrawal notifications and any other duties described in the DGG Operating Rules or as directed by the DGG.
6. Undertakes any role or function required of it in accountability processes that may be agreed by Deed Signatories.
7. Facilitates the collation of information on costs incurred in a biosecurity response, as agreed by the affected Signatories in the response plan budget.
8. Coordinates the calculation of the total cost of the response activity and any amounts due from one Signatory to another for consideration and agreement by the Signatories.
9. Organises the biannual Biosecurity Forum on behalf of the DGG, including coordinating the agenda, speakers, discussion/issues papers, reports and actions arising from each Forum.
10. Coordinates and/or provides facilitation services to enable the negotiation of an Operational Agreement, when requested by the parties and agreed in the Secretariat work

plan by the DGG. This excludes any maintenance of operational plans unless requested by a Signatory and included in the Secretariat work plan.

11. Provides other services that assist the development of Operational Agreements, subject to agreement by the DGG and inclusion in the Secretariat work plan.
12. Facilitates engagement between Operational Agreement Signatories that supports the delivery of agreed readiness and response outcomes.
13. Maintains a register of OAs and guidance to facilitate their efficient development.
14. Captures, records and curates readiness and response experiences of interest and/or value to all Signatories in a repository for shared knowledge.
15. Develops information and communications material on the role of GIA in the New Zealand biosecurity framework to assist potential Deed Signatories in their appraisal of the GIA value proposition.
16. Enables communications between Signatories, as relevant, to facilitate the implementation of Deed partnerships.

Accountability and governance

The Secretariat is accountable to the Deed Governance Group for the effective and efficient performance of its responsibilities. Until the DGG is formally constituted, the Secretariat is accountable to the Interim Governance Body (IGB) or the Transitional DGG. The performance of the Secretariat manager will be assessed annually by the DGG or a delegated subgroup, consistent with agreed processes and criteria.

Governance arrangements ensure that the Secretariat's annual work plan, which is agreed by the DGG, forms the basis for setting, monitoring and reviewing its work program and performance, and identifying resourcing and funding needs. The DGG is responsible for ensuring that the capacity and capability of the Secretariat is appropriate to deliver its responsibilities and functions, and will review this periodically.

Any significant changes in Secretariat responsibilities are agreed by the Governance Group.

The Secretariat will:

- a. Prepare:
 - A draft annual work plan for DGG approval
 - A budget for DGG approval.
- b. Propose key result areas by which the Secretariat's delivery of the annual work plan will be monitored, for the DGG's approval.
- c. Provide the DGG with quarterly progress reports on delivery of the work plan and expenditure updates against agreed budget.
- d. Participate in the performance and review processes that are instituted by the DGG for evaluating Secretariat governance, management, efficiency and program delivery.

Management

The Secretariat Manager is responsible for appointing and monitoring the performance of other Secretariat staff.

Out of Scope

Actions to deliver Operational Agreements for readiness and response are out of scope for the GIA Secretariat. This is a matter for the relevant OA Signatories.