

Terms of Reference Deed Governance Group

Summary

This document describes the terms of reference (ToR) of the Deed Governance Group (DGG), with reference to section 4.1.1 of the GIA Deed.

The DGG's Terms of Reference

- a. In essence, the terms of reference for the DGG are defined by the GIA Deed (section 4.1), which posits the DGG as the ultimate decision making body for GIA.
- b. The Deed (clause 4.1.7.) allows DGG to delegate powers as it sees fit, and DGG has chosen to make some delegations under the new structure to GEC, as described below. It can change those delegations at any time.
- c. In summary, currently the roles/responsibilities that DGG has retained for itself are as follows:
 - Ensures, at a partnership level, that GIA people and activities are focused on delivering better biosecurity.
 - Appoints and monitors the GEC.
 - Sets the priorities for GIA.
 - Approves the budget and strategic plan for GIA.
 - Governs the Deed and has sole rights to recommend changes to the Deed (in accordance with the Deed processes) to Signatories to ensure the Deed remains fit for purpose.
 - Monitors the overall effectiveness of Deed processes including operational agreements (ie, systems performance, rather than performance within each operational agreement).
 - Holds subordinate bodies and membership industries to account for delivering on agreed biosecurity roles and activities.
 - Oversees systems capability and addresses gaps that become apparent.
 - Gives account back to membership organisations on the performance of GIA.
 - May have a formal role in the escalation process for handling disputes and cost share decisions.

The role of the DGG Chair

- a) The role of the DGG Chair is to:
 - Chair the DGG meetings (expected to occur twice per year)

- Represent GIA in fora/situations where this representation role has not been delegated to GEC or the Secretariat
 - Become a member of the GEC also (if not already a member)
 - Sign off the Annual Report on behalf of DGG
 - Other duties as delegated by the DGG.
- b) The DGG Chair is elected annually at the first DGG meeting of the calendar year, and takes up the role following the conclusion of that meeting. The process of election is as follows:
- The Secretariat communicates with all signatories inviting nominations (including self-nominations) for the role of DGG chair.
 - The Secretariat will check with all nominees to establish their availability and willingness to serve.
 - The names of candidates will be announced at the DGG forum. Signatories will be invited to vote (one vote per signatory) for their preferred candidate. The DGG will agree collectively whether this vote is to be conducted openly or by secret ballot (in which case the Secretariat will administer the ballot and tallying).
 - In the event of two candidates attracting the same number of votes, a second *voting round may be needed*.

Deputy chair

- a. The DGG may appoint a Deputy Chair, via an annual election process following the same steps as for the Chair election. If the election of Deputy occurs in the same meeting as the election of the Chair, the Chair election will be held first.
- b. There are no mandatory qualifications (aside from ability), though the DGG may give consideration to the following factors in its choice:
- Balancing backgrounds between the Chair and Deputy to reflect the diversity in GIA – for example by seeking a spread between sectors; reflecting the size differences in sectors; geographic spread etc.
 - Developing potential succession for the future Chair. Note that there is no automatic succession of Deputy to Chair, however.
- c. The duties of the Deputy Chair are to:
- Chair any meetings (and fulfill other roles) if the Chair is unavailable, or where a potential conflict necessitates the Chair recusing.
 - Provide an additional avenue for feedback, relationship management and DGG self-evaluation within the DGG.