



Governing and Administering the Government Industry Agreement

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Governing and Administering the Government Industry Agreement

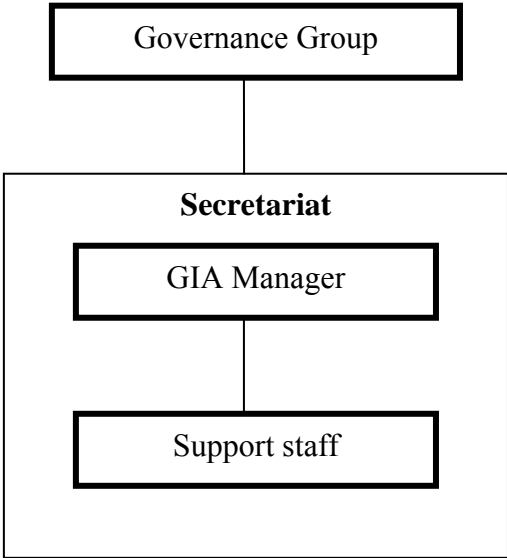
PURPOSE

This paper outlines the structure and roles of the governing and administering bodies for the Deed of Agreement.

BACKGROUND

Once the design and implementation planning for GIA has been completed, ongoing governance and administration of the Deed of Agreement and support for the partnerships is required.

The structure of the Governance Group and Secretariat will be:



This paper has been updated to reflect the decision by the Biosecurity Minister, Hon David Carter, that the Secretariat will be accommodated within MAF.

Funding Arrangements

The Crown will pay the costs of administering the Deed of Agreement (denoted as the Secretariat above) for the first six years from when the Deed of Agreement is available to sign. From the seventh year onwards, the administration costs are proposed to be split between Crown (50 percent) and industry signatories (50 percent shared amongst them). The industry portion will be split amongst industry signatories according to industry value.

Achieving Independence

MAF believes that this structure achieves an appropriate level of independence due to the structure and reporting lines of the Secretariat (GIA Manager and Support Staff). The Secretariat reports to the GIA Governance Group which has ultimate responsibility and accountability for the operation of GIA and will comprise all signatories – MAF and industry.

THE GOVERNANCE GROUP

The Governance Group consists of Signatories

Every signatory has one representative on the Governance Group. The chair is elected by the Governance Group. Industry signatories may wish to nominate one person to represent more than one industry.

Time spent acting in this role is provided as a baseline commitment by all signatories. The time spent in this role is not expected to be significant.

The Governance Group members each report to their respective Boards or Chief Executives as appropriate, but the Governance Group as a whole does not report to anyone, they are the end of the line in terms of accountability for GIA.

Roles and responsibilities of the Governance Group

Appointments:

1. Elect the Chair of the Governance Group by a majority decision.
2. Approve the selection of the GIA Manager.
3. Agree subgroups to conduct appointments or make other delegated decisions on behalf of the Governance Group.
4. Approve a selection of independent advisers and adjudicators as a pool of competent, independent people who are suitably experienced to determine cost shares.
5. Appoint auditors for secretariat activities and baseline activities.

Planning:

6. Approve the secretariat annual plan.

Managing and Supporting:

7. Provide guidance to the GIA Manager and secretariat staff.
8. Monitor the implementation of the secretariat annual plan
9. Make decisions in relation to GIA policies and procedures developed by the GIA Manager and approve policies and procedures in relation to its' own activities consistent with GIA.
10. Approve communication protocols and as required determine statements that the Governance Group Chair or members may make in relation to the Governance Group roles, functions and activities.
11. Agree performance measures for baseline commitments.

Reviewing:

12. Review baseline commitment failures from any signatories.
13. Review balance owing reports.
14. Review readiness governance team annual activity reports and RSL team annual activity reports.
15. Review formal reviews of the GIA, which commence every 5th year following the GIA commencement date, unless earlier as agreed by the Governance Group (clause 13.4).

16. Determine any actions arising from the audit reports for secretariat activities and baseline activities (clause 17.2).
17. Decide any other additional reviews consistent with the GIA.
18. Review performance of GIA against objectives.

Amending:

19. Approve any variations to GIA in accordance with clause 18.3
20. Approve any change process for specifications for the GIA website, GIA plans (including secretariat annual plans) and GIA records (including signatory lists, cost share register and cost records) and approve various forms i.e. accords, cost share agreements, readiness operational agreements, and the response commitment form.

THE SECRETARIAT

The secretariat is an independent group housed within MAF that provides leadership, facilitation and administration support for the Governance Group and signatories.

Key features

- Under this option the Deed of Agreement would be managed and supported by a secretariat, which is not a company. The group is independent of MAF (i.e. do not report to MAF) but accommodated within MAF buildings and use MAF support services, meaning that overhead costs are lower e.g. payroll, IT support, human resources.

Advantages and benefits

- More cost effective for MAF as accommodating the GIA administration group will use existing MAF business services i.e. no (overall) overhead costs are incurred.
- Still independent of MAF as they report to the signatories (via the GIA Manager).
- Housing the group within MAF buildings will foster good relationships between MAF and GIA staff and enable fast communication.

Functions of the GIA Manager

The GIA Manager is responsible for managing the day to day support and generic support processes that enable the GIA to operate in accordance with its terms and any direction from the Governance Group, including:

1. Managing the secretariat staff and their responsibilities.
2. Facilitating the negotiation of operational agreements and accords.
3. Facilitating healthy relationships between the signatories.
4. Recommending changes to keep the GIA policies and procedures up to date.
5. Reporting to the Governance Group.
6. Appointing secretariat staff.
7. Engaging with non-signatories with regard to becoming signatories.
8. Mediating in the resolution of disputes between any signatories, if requested by the signatories in dispute.

9. Appointing cost share advisers and adjudicators.
10. Acting in good faith towards the achievement of the GIA objectives.

Roles and functions of the Support Team

The secretariat staff are responsible for conducting the day to day support and generic support processes that enable the GIA to operate in accordance with its terms and the direction from the Governance Group, including:

1. Maintaining the GIA website.
2. Managing processes for joining, withdrawing or being removed from the GIA.
3. Monitoring the provision of baseline commitments.
4. Providing support for
 - (a) cost categorisation meetings;
 - (b) deed meetings; and
 - (c) RSL meetings as required.
5. Calculating and advising the signatories on invoices to be issued for readiness activities and response activities.
6. Co-ordinating annual planning of readiness requirements with the signatories.
7. Preparing annual secretariat reports.
8. Assisting the signatories produce business cases for readiness operational agreements.
9. Acting in good faith towards the achievement of the GIA objectives.