

Terms of Reference

Canadian Minor Use Coordinators Working Group

Mandate

The primary role of this group will be to:

- Strengthen federal, provincial and stakeholder communication and information sharing in the area of minor use
- Promote information exchange and issues resolution in the area of minor use
- Resolve issues of concern by developing solutions and recommendations for provincial coordinators and federal administrators to act upon
- Coordinate and facilitate collaboration on national minor use registrations

Composition

- The group will comprise the provincial minor use coordinator for each province, the PMRA's minor use coordinator, the PMRA's director of CLSRO Division and a representative from AAFC, Policy Branch
- Stakeholder representation could include other government departments, industry groups, expert committees, researchers and user groups
- Stakeholder involvement will be by invitation from the working group

Reporting Relationships/Decision Making

- The minor use coordinator working group will be a recognized working group of the Federal/Provincial/Territorial Committee on Pesticides and Pest Management and will report to that committee at least annually
- The minor use coordinator working group may also provide reports to other associations it deems appropriate
- Decisions will be reached by consensus
- Working group members will report to the appropriate senior officials in the governmental organizations that they represent

Chairpersons

- The group will be co-chaired by one PMRA representative and one provincial minor use coordinator
- The term of the co-chairs will be no more than 3 years

Meetings

- There will be a minimum of one meeting per year of the group, supplemented as required by conference calls at the discretion of the co-chairs or at the request of members
- The meeting location and timing will be decided upon during the previous year's meeting
- Annual meeting will be scheduled early enough to accommodate timely discussion of national minor use priorities
- Prioritization activities are led by the provincial co-chair with PMRA's involvement being limited to providing regulatory advice i.e. the regulatory viability of solutions being considered

Secretariat and Costs

- The secretariat function of the working group will be provided by the PMRA
- The PMRA will pay the costs of meeting rooms and equipment rentals incurred for group meetings as well as the costs of group conference calls
- Working group members and invited stakeholders will be responsible for the costs of travel, meals and accommodation incurred to attend group meetings

Time Frame

- The working group will continue as long as deemed necessary by the group to achieve its mandate