

**EVALUATION OF
THE PEST MANAGEMENT REGULATORY AGENCY
COST RECOVERY INITIATIVE**

EVALUATION STEERING COMMITTEE

RECORD OF DECISIONS

OCTOBER 10, 2002

Ottawa, Ontario

**THE PEST MANAGEMENT REGULATORY AGENCY
EVALUATION STEERING COMMITTEE
RECORD OF DECISIONS
THURSDAY, OCTOBER 10, 2002**

ATTENDANCE

Members: Janice Hopkins (Committee Chairperson/PMRA); Jay Bradshaw (Syngenta Crop Protection Canada Inc.); Jack Cornett (Health Canada); Bob Friesen (Canadian Federation of Agriculture); Brian Glabb (Health Canada); Michael Grant (Can-Vet Animal Health Supplies Ltd.); Jean Hollebhone (Canadian Food Inspection Agency); Ken Lee (Health Canada); Randy Legault (Treasury Board of Canada Secretariat); Narmin Rahemtulla (Environment Canada); Len Ritter (University of Guelph); Cameron Short (Agriculture and Agri-Food Canada); Veldon Sorensen (Bayer Inc.); Dean Thomson (Canadian Horticultural Council); Brian Tuffin (S.C. Johnson and Son, Ltd.); Cameron Wilk (Government of Saskatchewan); Robert Woods (Committee Secretary/PMRA).

Regrets: JoAnne Buth (Canola Council of Canada); Julia Langer (World Wildlife Fund Canada)

Observers: Shannon Coombs (Canadian Consumer Specialty Products Association); Nicole Howe (Canadian Federation of Agriculture); Peter MacLeod (CropLife Canada).

Secretariat: Diane Smith (PMRA)

Call to Order

1. The first meeting of the Evaluation Steering Committee (ESC) was held on Thursday, October 10, 2002 at the Sir Charles Tupper Building, Ottawa, Ontario.

Welcome And Introduction of Members

2. Claire Franklin, the Executive Director of the Pest Management Regulatory Agency welcomed the members to the first ESC meeting. Members introduced themselves and provided a short biographical sketch of themselves.
3. Prior to formally beginning the meeting, several members requested that the ESC consider whether to amend the structure of the ESC to enable alternates and observers to attend meetings.
4. Following discussion, it was agreed that each Committee member may be accompanied by one observer. Observers will not be permitted to speak to an issue or to vote. It was further agreed that in the interest of continuity, alternates would not be permitted and each appointed member would make every effort to attend all meetings. The Terms of Reference of the ESC will be amended accordingly. The observers were then identified and welcomed to the meeting.

5. The Chairperson advised members that both PMAC (Pest Management Advisory Committee) and EMAC (Economic Management Advisory Committee) will be provided with regular briefings about the progress of the work of the ESC and that PMAC's advice/recommendation will be sought on any recommendations from the cost recovery evaluation that are of a policy nature.

Approval of The Agenda

6. The Agenda was approved, as presented.

Administrative Matters

7. Members were asked to complete and return the disclosure forms which had been sent to them previously. The observers were also requested to complete the forms.
8. A website is being developed. All Agendas, Records of Decision and relevant documents will be posted on the Internet, in both official languages, following review by ESC members.
9. Records of Decision will be prepared and will include a summary of discussion that will provide a rationale for decisions as well as specific decisions and actions to be taken. Comments will be unattributed, unless otherwise requested by a member. Decisions will be made based on consensus unless a member specifically requests a vote (recorded or non-recorded) on an issue. The Record of Decisions for each meeting will be distributed to ESC members within one week of the meeting for comment. Members will respond with comments or a nil reply within one week of receipt of the Record of Decisions.

Approval of the Terms of Reference - Evaluation Steering Committee

10. The draft Terms of Reference were reviewed. It was agreed that the document be amended to include observers to the meetings and that the role of the observers be defined as agreed above. It was also agreed that alternates would not be allowed. The revised Terms of Reference will be circulated to ESC members for final approval before being posted on the Internet.
11. The role of the members of the ESC is to provide feedback, recommendations and advice to the PMRA as it relates to the evaluation of its cost recovery initiative. In accordance with departmental process for evaluation reports, the final report of the evaluation and the action plan that responds to the recommendations will be provided to the Minister of Health for information and comment, to the Departmental Audit and Evaluation Committee (chaired by the Deputy Minister) for final approval, and to Treasury Board.
12. The Secretariat will draft, as required by the ESC, communiqués for the public about the evaluation and its progress. These will be circulated to members for comment before release.

Approval of the Terms of Reference - Technical Sub-Committee

13. Prior to reviewing the Terms of Reference of the Technical Sub-Committee, it was pointed out that the purpose of this group is to assist in finalizing the Request for Proposal on the basis of the direction provided by the ESC, to be involved in the selection of the contractor, and to meet with the selected contractor to provide direction. The group has been mandated to perform these tasks through the agreement of the ESC to the Terms of Reference of the Technical Sub-Committee Terms of Reference. The ESC discussed the Request for Proposal and this information will be provided to the Technical Sub-Committee. It was agreed that the Technical Sub-Committee could decide on another name at its first meeting. The Technical Sub-Committee will provide status reports to the Evaluation Steering Committee about the actions it has taken.
14. In order that there be broader representation on the Technical Sub-Committee, it was agreed that the membership be expanded to include more members from industry. Members of the Technical Sub-Committee do not necessarily have to be members of the ESC.
15. If decided, the revised name of the Technical Sub-Committee will be forwarded to the ESC for approval.
16. The following individuals were appointed to the Technical Sub-Committee:
 - Chairperson: Robert Woods, Pest Management Regulatory Agency
 - Brian Glabb, Health Canada
 - Randy Legault, Treasury Board Secretariat
 - Chuck Beach, S.C. Johnson & Son Ltd.
 - Len Ritter, University of Guelph
 - Peter MacLeod, CropLife Canada
 - Nicole Howe, Canadian Federation of Agriculture
17. It was agreed that an individual from the Program Evaluation Division of Health Canada be appointed. On Friday, October 11, Ken Lee confirmed that Georgia Livadiotakis would be the representative.

Process Overview

18. The document entitled "Process Overview" was reviewed.

Project Background and Timelines

19. The document was reviewed and it was agreed that the timelines would be expanded to accommodate the departmental process for evaluation reports (see paragraph 11 of these minutes).

Review of Draft Request for Proposal

20. The Request for Proposal is part of the federal government tendering process. The draft Request for Proposal is a confidential document. It is imperative members of the ESC and the Technical Sub-Committee not divulge the contents of the draft Request for Proposal.
21. An extensive review of the draft document was undertaken and numerous amendments were proposed. A “working document”, containing the proposed amendments will be circulated to the members of the ESC for their comments. ESC members will provide their comments to Robert Woods who will bring them to the attention of the Technical Sub-Committee before or at its first meeting. The working document will also be provided to the Technical Sub-Committee prior to its meeting in order that the Request for Proposal be finalized in accordance with the direction provided by the ESC.

Overview of the Bid Selection Process

22. The Bid Selection Process provides the criteria to be used in selecting a contractor to undertake the review. All prospective contractors who submit a proposal will be made aware of the Bid Selection Process.
23. It was agreed that the Technical Sub-Committee would establish, at its first meeting, dates that would accommodate as many members as possible for the Bid Selection Process.

Other Business

24. The Application for a New or Amended Certificate of Registration of a Pest Control Product (including the Schedule of Fees) is available at <http://www.hc-sc.gc.ca/pmra-arla/english/appregis/forms/6011.pdf> Hard copies are available upon request by contacting the Secretariat.
25. The next meeting of the ESC will be held in Ottawa on Tuesday, January 7, 2003. *

Adjournment

26. The meeting of the ESC adjourned on Thursday, October 10, 2002 at 3:30 p.m.

* Subsequently, the meeting was postponed to a future date, to be determined.