

**Evaluation of the
Pest Management Regulatory Agency
Cost Recovery Initiative**

Terms of Reference

Evaluation Steering Committee

The Evaluation Steering Committee (ESC) will provide feedback, recommendations and advice to the PMRA as it relates to the evaluation of its cost recovery initiative. Responsibility for decision-making, as it pertains to the conduct of this project, remains with the PMRA. 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.

1. MANDATE

The Evaluation Steering Committee (ESC) encompasses the following two functional areas:

- a) Communications Functions** - the responsibilities of the ESC will be to:
 - i) for those ESC members who are representing an organization, act as a two-way communication conduit and liaison between their organization and the ESC to ensure that information and opportunities for comment related to the process are available; and
 - ii) serve in an oversight capacity on issues of concern for stakeholders throughout the evaluation process.

- b) Review Functions** - the responsibilities of the ESC will be to:
 - i) monitor the evaluation process, keeping in mind the needs of all stakeholders impacted by the cost recovery initiative;
 - ii) provide input into the broad principles that underlie the review; and
 - iii) review and comment on any policy and/or regulatory changes that might be proposed as a result of the evaluation process.

2. MEMBERSHIP

Members will make best efforts to attend ESC meetings. Alternates will not be permitted. Membership on the ESC precludes an individual from bidding for the evaluation contract either as a primary contractor or a subcontractor.

Observers may attend the meetings to provide technical advice to their respective ESC member. Observers will not be permitted to speak to an issue or to vote. Only one observer for each ESC member may attend the meetings.

Individuals from PMRA may serve as technical advisors in order to provide content and other support to the ESC.

3. REPORTING STRUCTURE

The ESC will report to the Executive Director, PMRA with the administrative support of the Management Planning and Coordination Division (MPCD).

The Technical Sub-Committee will work under the direction of the ESC and will provide regular reports of its progress to the ESC. Approval of the Technical Sub-Committee recommendations remains with the Executive Director, PMRA.

4. OPERATIONS

Secretariat functions will be provided by the Management Planning and Coordination Division (MPCD). Discussions at meetings will be in both official languages. Draft documents will be presented to the Steering Committee in the language in which they are written. All final documents will be in both official languages.

All members of the Steering Committee have equal status during discussions. Decisions will be made on a consensus basis unless a member specifically requests a vote, either recorded or non-recorded, on an issue.

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. The Record of Decisions for each meeting will be distributed to Committee 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.

5. PROPOSED TENURE/LIFE CYCLE

The ESC will begin its activities in October 2002 and is expected to complete its role in the project by May, 2003.

6. CONDUCT AND NON-DISCLOSURE

ESC members are expected to conduct themselves in such a manner that cannot be reasonably construed to be for their private gain or that of any other person, company or organization. This will require that all non-federal government committee members sign a non-disclosure agreement.

7. COMPENSATION

Non-industry members will be compensated for travel expenses according to the federal government policy. Honoraria will only be paid if membership on the committee results in economic hardship.