

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

**Terms of Reference
Technical Sub-Committee**

The Technical Sub-Committee (TSC) will ensure scientific and methodological rigour in the development of specific components of the Request for Proposals (RFP) for contracting out of the evaluation project.

1. MANDATE

- a) Technical Functions** - the responsibilities of the Technical Sub-Committee will be to:
- i) assist in finalizing the Request for Proposal (RFP) on the basis of the direction provided by the Evaluation Steering Committee (ESC);
 - ii) further revise the draft evaluation criteria prepared by the Pest Management Regulatory Agency;
 - iii) evaluate RFP submissions and select the winning proposal; and
 - iv) participate, when and if required, in meetings with contractor(s) on technical issues related to carrying out the project.
- b) Individual Members' Functions** - Technical Sub-Committee members may be asked on an individual basis to:
- i) attend and/or participate in any consultations that might be required as the RFP and evaluation processes proceed;
 - ii) review and assess the results of such consultations as they relate to the RFP development and evaluation processes; and
 - iii) identify and facilitate access to information and expertise to the project.

2. MEMBERSHIP

The members of the Technical Sub-Committee are:

Robert Woods, Chairperson - Pest Management Regulatory Agency
Brian Glabb, Health Canada
Randy Legault, Treasury Board Secretariat
Len Ritter, University of Guelph
Chuck Beach, S.C. Johnson and Son, Ltd.
Peter MacLeod, CropLife Canada
Nicole Howe, Canadian Federation of Agriculture
Georgia Livadiotakis, Health Canada

Membership on the Technical Sub-Committee precludes an individual from bidding for the evaluation contract either as a primary contractor or a subcontractor.

3. REPORTING STRUCTURE

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). For purposes of the Technical Sub-Committee, discussions at meetings will be in both official languages. Draft documents will be presented to the Technical Sub-Committee in the language in which they are written. All final documents will be in both official languages.

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

The Technical Sub-Committee will establish the dates of meetings at its first meeting.

5. PROPOSED TENURE/LIFE CYCLE

The Technical Sub-Committee will begin its activities in November 2002 and is expected to complete its role in the project by May, 2003.

6. CONDUCT AND NON-DISCLOSURE

Technical Sub-Committee 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.