

TERMS OF REFERENCE OF THE NATIONAL VELVETTING STANDARDS BODY

1 GOAL

To ensure the deer industry can continue to remove velvet today and in the future

2 ROLE

To assist in achieving this goal, the NVSB'S role is to help the industry meet welfare, food safety and other regulatory and market requirements, by:

- managing the NVSB velvet removal assurance programme
- conducting an annual audit of compliance with NVSB programme requirements and reporting on audit outcomes
- providing the deer industry with expert advice regarding:
 - velvet removal research needs and processes
 - industry risk management processes

3 RELATIONSHIPS

The NVSB is a partnership between deer farmers and veterinarians, formed in order to achieve the goal of ensuring continued velvet removal privileges for the New Zealand deer industry

The NVSB supports the deer industry by offering independent assurance of programme compliance through audit, as well as independent and objective advice pertaining to achievement of the goal

Deer Industry New Zealand supports the NVSB by providing inputs necessary to enable the NVSB to operate as an effective and efficient committee. These include:

- An industry database
- Communications
- Financial services
- Programme documentation
- Staff (Administrative and Executive)

The NVSB is wholly funded by the deer industry. Funding comes from payment of an annual fee by producers and a contribution by Deer Industry New Zealand from the velvet levy, in recognition of the industry good role that the NVSB performs

4 MEMBERSHIP & AUTHORITY

4.a Constituent Bodies

The Constituent Bodies are comprised of the following organisations:

- New Zealand Deer Farmers Association (NZDFA)
- New Zealand Veterinary Association (NZVA)

The Constituent Bodies have the power to appoint members from within their own organisations to sit on the NVSB Committee, as well as having voting rights on matters of NVSB policy on a one person one vote basis

It is the duty of the Constituent bodies' to support the goal of the NVSB and to assist the NVSB in the undertaking of its role.

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Composition of NVSB

The NVSB is composed of the following:

- 2 NVSB committee members appointed by DFA
 - The appointment process will determined by the DFA
- 2 NVSB committee members appointed by NZVA
 - The appointment process will determined by the NZVA
- The Constituent Bodies shall be entitled to comment between each other on the suitability, or otherwise, of any potential candidate selected for appointment

4.b NVSB Committee Members

- NVSB Members are appointed for terms of 3 years and are eligible to re-stand for appointment without limitation
- It is recommended that discussion be held with existing NVSB members, where terms of appointment are to be over and above two terms
- NVSB Members shall act in the interests of the NVSB and its primary goal
- NVSB Members shall seek input from their appointing bodies on issues regarding policy and other major issues

4.c NVSB Chairman

- An NVSB Chairman shall be elected from among the serving members of the NVSB by consensus agreement of those members
- The Chairman shall be appointed for the duration of their existing term as an NVSB member, a period not exceeding 3 years
- The Chairman shall be eligible to re-stand for the position without limitation, as long as they remain an NVSB committee member
- Upon leaving the NVSB committee, the Chairman shall relinquish the chair

5 FUNCTIONS / TERMS OF REFERENCE

5.a Oversight of the NVSB Programme

- Developing NVSB budgets
Annual budgets will be developed in consultation with Deer Industry New Zealand to ensure the NVSB programme integrates efficiently with industry-good activities relating to velvet removal
The NVSB's budget (funded by programme fee – see below) will be approved by the Constituent Bodies
- Setting the NVSB fee (in consultation with the Constituent Bodies)
A fee will be set to ensure income sufficient to cover programme costs and basic NVSB functions:
 - Costs of NVSB committee members' time, travel expenses etc
 - Audit costs
 - Materials costs (Programme materials and communications etc)
- Managing and updating rules, standards, auditing etc
- Communication to producers and veterinarians about requirements etc
- Communication to the Constituent Bodies and external agencies

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- Enforcing the requirements of the programme, including working with external agencies, as needed
- Executive services provided by Deer Industry New Zealand
 - Financial reporting and processing accounts
 - Issues management
 - Liaison with regulatory agencies through the Deer Industry New Zealand Executive
 - Facilitate reporting to the Deer Industry New Zealand Board
 - Facilitating risk management and research processes
 - Provision of audit report summaries
- Administrative services provided by Deer Industry New Zealand
 - Co-ordinating production of Manuals, communication materials etc
 - Collecting, managing and storing system documentation and statistics
 - Database management
 - Day to day running of the Programme
 - Meeting arrangements
 - Programme correspondence
- The NVSB and Constituent Bodies shall have input, if desired, into the skills required for Executive/Administrative appointments to the NVSB made by Deer Industry New Zealand

5.b Maintaining Programme

- Ensuring programme meets relevant regulatory requirements
- Monitoring changes and upcoming changes to regulatory requirements
- As a specific project, it is suggested that a review of the programme be undertaken to ensure requirements and processes are kept as simple as possible

5.c Velvet Removal Research

- Identify research needs
- Identify potential providers
- Seek protocols
- Seek review of protocols (if necessary)
- Make research recommendations to Velvet Antler Research New Zealand (VARNZ), who are responsible for contracting and funding velvet research, and reporting to NVSB and industry on same

5.d Risk Management

- Identify risks to velvet removal and to the velvet industry
- Identify options and strategies for avoiding, mitigating and preparing for these risks
- Make recommendations to Deer Industry New Zealand on these issues
- Acting as expert spokespeople in an Issues Management role, if required
- Meetings with the Constituent Bodies and regulatory agencies (see later) should include a regular agenda item for discussion of upcoming issues and future potential risks or issues

5.e Communication

- Regular reporting from the NVSB to the Constituent Bodies
- Communication with stakeholder organisations and industry stakeholders as required
- An at least annual meeting with the following bodies (as amended from time to time):
 - Agricultural Compounds and Veterinary Medicines group (NZFSA)
 - Deer Industry New Zealand
 - MAF Biosecurity (Animal Welfare Group)
 - National Animal Welfare Advisory Committee
 - New Zealand Deer Farmers Association
 - New Zealand Food Safety Authority
 - New Zealand Veterinary Association
 - Velvet Processors Association
- Deer Industry New Zealand Executive responsible for providing administrative assistance to the NVSB on issues and developments
- Wherever possible, communication within the NVSB (including the Deer Industry New Zealand Executive, or independent Executive, as the case may be) shall be copied to all NVSB committee members and Executive

5.f Meetings

- Meeting frequency will vary depending on issues at hand and workloads.
- For physical meetings in Wellington, key contacts at regulatory agencies should be invited as part of the proactive process of identifying possible future issues.
- Meetings with the Constituent Bodies and regulatory agencies should include a regular agenda item for discussion of upcoming issues and future potential risks or issues

5.g Remuneration

- Remuneration for NVSB committee members should be sufficient to compensate professional experts for their time and input
- Remuneration rates will be reviewed every two years as part of the budgeting process (requiring Constituent Bodies approval).

5.h Review of Terms of Reference

These terms of reference were approved by the NVSB and Constituent Bodies (NZDFA, NZVA) with the endorsement of Deer Industry New Zealand in March 2005 and shall be reviewed by the NVSB every two years, the next review to be completed by 31 March 2007.

DFA Signature

Date:

NZVA Signature

Date:

DINZ Signature

Date: