



## **APVMA Agvet Users Forum – Terms of Reference**

The APVMA Agvet Users Forum provides an opportunity for liaison and high-level discussions between the Australian Pesticides and Veterinary Medicines Authority (APVMA) and agricultural and veterinary (agvet) user groups.

### **Purpose**

The forum is intended to:

- facilitate engagement between the APVMA and agvet user groups in relation to the National Registration Scheme for Agricultural and Veterinary Chemicals
- provide input on mechanisms to efficiently and effectively achieve the objects of the APVMA's governing legislation, including access to safe and effective agvet products
- enable communication and information sharing on relevant issues including practical aspects of agvet product usage
- contribute to continuous improvement and facilitate problem solving between APVMA and agvet users.

The forum will not consider or be involved in regulatory decisions.

### **Membership**

The forum will be Chaired by the Chief Executive Officer of the APVMA and comprise of one member from each of the following:

- Australian Pesticides and Veterinary Medicines Authority (Chair)
- Aerial Application Association of Australia
- Australian Ground Sprayers
- Australian Meat Industry Council
- AusVeg
- Canegrowers
- Cattle Council of Australia
- Cotton Australia
- Crop Consultants Australia
- Grain Producers Australia
- Grain Trade Australia
- Greenlife Industry Australia
- GrowCom
- Horticultural Innovation Australia
- Invetus
- Meat and Livestock Australia
- Sheep Producers Australia

The Chair may delegate another APVMA officer to act as Chair.

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Organisations shall nominate one person as a member, who will act as the primary point of contact between the APVMA and the organisation. Organisations must notify the APVMA in writing of any changes to the nominated member.

The member may choose to attend each meeting, or nominate a proxy. Members shall provide the name of proxy attendees, through the secretariat, one week in advance of the meeting.

Members may invite representatives to attend as observers. Observer names must be provided to the APVMA, (through the secretariat) one week in advance of the meeting.

A quorum shall comprise of the Chair, plus a majority of members.

Members are appointed for a period up to 30 June 2023.

### **Principles of participation**

The principles of participation are that:

- the forum will operate with openness, procedural fairness and equity
- all participants have equal opportunity to contribute
- forum members cannot speak publicly on behalf of the APVMA
- forum deliberations must be within the bounds of the forum's role and functions.

### **Meetings**

Meetings will be held twice a year.

The agenda will focus on high-level matters of shared significance to the forum members.

The APVMA will develop a forward work plan and monitor the performance of the forum against that plan.

### **Secretariat**

The APVMA will provide the secretariat.

A call for agenda items will be coordinated by the APVMA approximately one month before each meeting. The APVMA will distribute the agenda and business papers one week in advance of the meeting.

The APVMA will prepare and circulate draft minutes out of session for members' approval. A summary of meeting discussions will be published on the APVMA website.

### **Contact**

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