



Operating Guidelines for the Subcommittee on Plant Health Diagnostics and its working groups

June 2015

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1. INTRODUCTION

The Subcommittee on Plant Health Diagnostic Standards (SPHDS) was established by Plant Health Committee (PHC) in 2004 for the purpose of maintaining and improving plant health diagnostic capacity and capability in Australia in support of industry, the environment and community.

In 2014 the subcommittee changed its name to the Subcommittee on Plant Health Diagnostics (SPHD) to reflect its broader remit of enhancing plant health diagnostic capacity and capability including facilitating professional development for members of the National Plant Biosecurity Diagnostic Network (NPBDN) and responsibility for oversight of the NPBDN.

PHC operates within the national biosecurity institutional arrangements as an ongoing subcommittee of the National Biosecurity Committee (NBC). It supports the management by Australian governments of risks to the Australian economy, environment, and community, from the entry, emergence, establishment or spread of pests or diseases within Australia. Currently there are three sub-committees established by PHC:

- the Sub-committee on Domestic Quarantine and Market Access (SDQMA)
- the Sub-committee on Plant Health Diagnostics (SPHD)
- the Sub-committee on National Plant Health Surveillance (SNPHS)

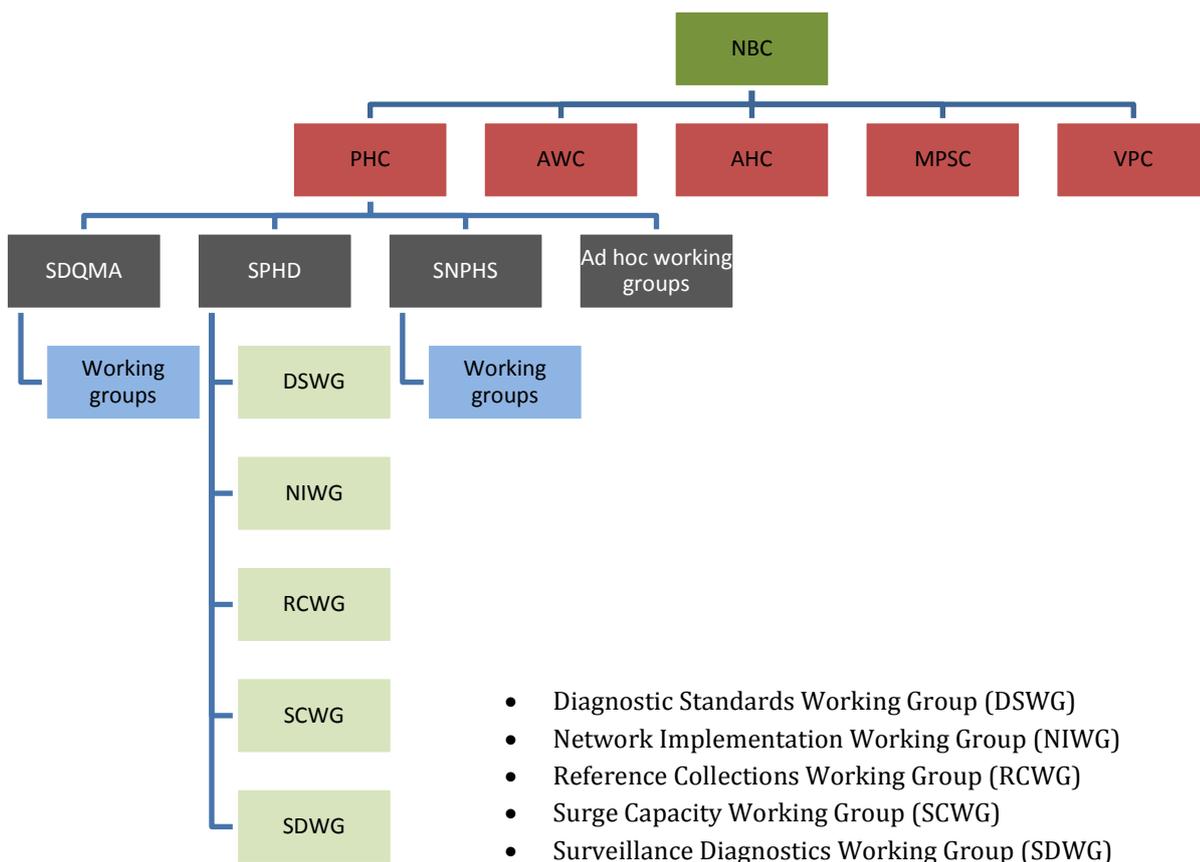


Figure 1: National biosecurity institutional arrangements and SPHD

The purpose of this document is to provide an overview of the operation of SPHD. The document is endorsed by members, and will be reviewed at least every two years to ensure SPHD meets the needs of government in the most effective way.

2. SUBCOMMITTEE ON PLANT HEALTH DIAGNOSTICS

2.1 Role

SPHD is Australia's peak technical and policy forum for plant health diagnostics. It has responsibility for oversight of the implementation of the National Plant Biosecurity Diagnostic Strategy (NPBDS) and, in consultation with the Intergovernmental Agreement on Biosecurity (IGAB) Schedule 4 Working Group, delivering on relevant priority reform areas relating to plant biosecurity diagnostic.

2.1.1 SPHD Mission Statement

The SPHD reports to PHC and provides national leadership in plant health diagnostics to sustain and improve biosecurity.

2.1.2 Terms of Reference (ToR)

- Be a resource for PHC and its subcommittees on matters relating to plant health diagnostics including pests of honeybees.
- Provide expertise and advice on developments, issues and resources in the field of plant health diagnostics, including new and emerging threats, innovations and challenges.
- Provide a forum to develop policies, standards, procedures and measures relating to plant health diagnostics that are consistent with national and international standards and agreements.
- Assist with implementation of national strategies relating to plant health diagnostics.

2.1.3 Key Roles and Responsibilities of SPHD

- Review and develop diagnostic policies, protocols and standards.
- Review and develop strategies to address national capability and capacity issues.
- Endorse National Diagnostic Protocols.
- Coordinate and foster the National Plant Biosecurity Diagnostic Network.
- Coordinate national capability building through a professional development framework.
- Drive development and uptake of accreditation and quality management systems for diagnostic laboratories.

2.1.4 Term

The terms of reference for SPHD will be reviewed every two years (or earlier if required) to ensure alignment with national biosecurity priorities.

2.2 Membership

2.2.1 Chair

The Chair of SPHD is nominated by its members and endorsed by PHC.

The role of the Chair of SPHD is to ensure proceedings are conducted in a productive manner that maximises effective participation and facilitates resolutions, allowing SPHD to achieve its objectives and deliver on its work plan. The Chair drives activities and ensures there are common goals that align with SPHD and working group ToR's, national strategies and policy.

The Chair of SPHD is responsible for:

- approving SPHD meeting agendas, draft minutes and papers.
- chairing meetings (face-to-face and teleconferences) of SPHD.
- undertaking formal engagement and communication on SPHD business matters.
- bringing SPHD matters for decision to PHC and reporting back to the committee on PHC outcomes.
- nominating an alternate deputy Chair in his/her absence.

The cost of the Chair's participation is met by the Chair's organisation. This includes salary, travel and meeting costs.

2.2.2 Members

The role of SPHD members is to contribute to the development of national plant health policy, capacity and capability in Australia by representing their organisations on plant health diagnostic issues within the scope of SPHD responsibilities and bringing a national position to the committee.

Members are responsible for:

- raising plant health diagnostic issues and significant changes in resourcing that may impact national arrangements (including trade and response capacity).
- considering in-session or out-of-session papers from their organisational perspective, forming a national position and responding as appropriate by the specified date.
 - “For decision” papers require response by due date
 - “For comment” papers require a response including “nil response” by due date.
 - “For information” papers do not require response.
- participating and contributing to meetings, providing and/or presenting papers as required.
- contributing to the development of SPHD work plans and action plans.
- providing comment on SPHD meeting minutes, reports and other material prepared by the Secretariat on behalf of SPHD.
- progressing and finalising SPHD action items.
- advising the Secretariat of any change in membership or member contact details including departmental and position name changes.
- advising the Secretariat if they will be away for a period greater than four week.
- communicating issues and outcomes from meetings to other interested agencies and divisions within their organisation in a manner consistent with confidentiality arrangements (Section 3.3).
- nominating and arranging representation from the relevant organisation to SPHD working groups.

Where new issues or alternative proposals arise at meetings on which a SPHD member believes further consideration by his/her organisation is required, it is the responsibility of that member to make this position clear to SPHD.

SPHD members include representatives from the Australian Government, state and territory governments, Plant Health Australia (PHA), CSIRO, the Plant Biosecurity Cooperative Research Centre (PBCRC) and forest pathology. SPHD member organisations are proposed by the Chair of SPHD and approved by PHC. Individual SPHD members are proposed by the relevant organisation.

SPHD members

Members		Reason for membership	Responsibilities
1.	Australian Government, acting through the Department of Agriculture, Border Compliance Division	Plant Division, Border Compliance undertakes responsibility for providing primary diagnostics for border interceptions.	<p>Members are responsible for:</p> <ul style="list-style-type: none"> Raising plant health diagnostic issues and significant changes in resourcing that may impact national arrangements (including trade and response capacity). Considering in-session or out-of-session papers from their organisational perspective by the due date and helping to form a national position on issues. Actively participating and contributing to meetings, providing and/or presenting papers as required. Maintaining confidentiality of any papers or discussions. Contributing to the development of SPHD's work plans and action plans. Providing comment on SPHD meeting minutes, reports and other material prepared by the Secretariat on behalf of SPHD. Progressing and finalising SPHD action items assigned to them. Advising the Secretariat of any change in membership or member contact details including departmental and position name changes and periods of prolonged absence. Actively communicating issues and outcomes from meetings to other interested agencies and divisions within their organisation in a manner consistent with confidentiality arrangements. Nominating and arranging representation from the relevant organisation to SPHD working groups.
2.	Australian Government, acting through the Department of Agriculture, Northern Australia Quarantine Strategy (NAQS)	NAQS is responsible for the detection of the movement of exotic pests into northern Australia.	
3.	Australian Government, acting through the Department of Agriculture, Plant Biosecurity.	Plant Biosecurity provides technical and policy advice to import and export operations.	
4.	The State of New South Wales, acting through the Department of Primary Industries	<p>State and territory governments provide the primary diagnostic services for post-border diagnostics.</p> <p>There is no ACT representative on SPHD. The ACT refers plant biosecurity diagnostic services to the NSW government.</p>	
5.	The State of Queensland, acting through the Department of Agriculture, Fisheries and Forestry		
6.	The Northern Territory, acting through the Department of Primary Industry and Fisheries		
7.	The State of Western Australia, acting through the Department of Agriculture and Food		
8.	The State of South Australia, acting through the Primary Industries and Regions South Australia		
9.	The State of Victoria, acting through the Department of Environment and Primary Industries		
10.	The State of Tasmania, acting through the Department of Primary Industries, Parks, Water & Environment		
11.	Plant Health Australia	PHA is the national coordinator of the government-industry partnership for plant biosecurity in Australia and has ownership of both the National Plant Biosecurity Strategy (NPBS) and National Plant Biosecurity Diagnostic Strategy (NPBDS). PHA is also custodian of the Emergency Plant Pest Response Deed (EPPRD) that covers the management and funding of responses to Emergency Plant Pest (EPP) incidents.	
12.	CSIRO	CSIRO is Australia's national science agency and hosts significant diagnostic capability and capacity.	
13.	The Plant Biosecurity Cooperative Research Centre	The PBCRC develops and deploys knowledge and tools to mitigate the negative consequences of damaging pest incursions. Representation on SPHD provides an opportunity for communication and information sharing between SPHD member organisations and the PBCRC.	

Organisations may wish to nominate an alternate proxy member if the nominated SPHD member cannot attend a meeting. Arrangements for an alternate proxy include:

- the proxy should be nominated through the appropriate channels within the member's organisation.
- the proxy nomination should be submitted to the Secretariat of SPHD and Chair of SPHD.

- the proxy should be fully briefed by the member.
- the working group the proxy attends will be determined in consultation with the Chair and relevant working group Coordinators.
- following the meeting the proxy should brief the SPHD member on meeting outcomes and actions.

The cost of SPHD member participation is met by each member’s organisation. This includes salary, travel and meeting costs.

2.2.3 Observers

Observers are invited by the Chair of SPHD to participate in committee meetings in an advisory or consultative capacity for a fixed term or on an ongoing basis. Observers do not have voting rights.

Observers are responsible for:

- participating in committee discussions.
- providing advice to the committee in relation to their area of technical and/or scientific expertise.
- maintaining confidentially of any papers or discussions.
- participating in working groups as required.

SPHD observers

Observer		Reason for observer status	Responsibilities
1.	New Zealand Government, Ministry for Primary Industries	The Ministry of Primary Industries is a member of the National Plant Biosecurity Diagnostic Network. There are linkages regarding the development of diagnostic protocols, professional development of diagnosticians and quality management systems for plant health laboratories.	Members are responsible for: <ul style="list-style-type: none"> • Participating in subcommittee discussions. • Providing advice to the subcommittee in relation to their area of technical and/or scientific expertise. • Maintaining confidentially of any papers or discussions. • Participating in working groups as required.
2.	Forest Health	Provides specialist advice on forest health diagnostic issues, noting that expertise and diagnostic requirements for forest health are often separated from other plant health areas and therefore it is important to maintain a link.	<ul style="list-style-type: none"> • Participating in subcommittee discussions. • Providing advice to the subcommittee on forest health issues. • Maintaining confidentially of any papers or discussions. • Participating in working groups as required. • Communicating issues and outcomes from meetings to other forest health experts. • Actively facilitating links between SPHD and forest health experts.
3.	Subcommittee on National Plant Health Surveillance	Representation by the Subcommittee on Plant Health Surveillance assists communication and collaboration between the surveillance and diagnostic subcommittees.	<ul style="list-style-type: none"> • Participating in subcommittee discussions. • Providing advice to the subcommittee in relation to their area of technical and/or scientific expertise. • Maintaining confidentially of any papers or discussions. • Participating in working groups as required. • Communicating issues and outcomes from meetings to SNPHS. • Actively facilitating links between SPHD and SNPHS.

The cost of SPHD observer participation is met by each observer’s organisation. This includes salary, travel and meeting costs.

2.2.4 Working group advisers

Working group advisers participate in the activities of the SPHD working groups, but not the formal SPHD members meeting. Advisers are invited to participate by the Secretariat of SPHD after approval from the Coordinator of the working group and the Chair of SPHD.

The cost of adviser participation is met by each adviser's organisation. This includes salary, travel and meeting costs.

2.2.5 Invited participants

Participants may be invited at the discretion of the Chair to attend a SPHD meeting in an advisory or consultative capacity and on the understanding that any papers or discussion relating to that meeting be treated as confidential. Host jurisdictions are encouraged to promote attendance of officers from their agencies in SPHD meetings, where appropriate, for professional development and succession planning.

The cost of participation is met by the respective organisation. This includes salary, travel and meeting costs.

2.2.6 Working group Coordinators

Each working group of SPHD is coordinated by a SPHD member. The working group Coordinator is responsible for:

- ensuring working group membership is appropriate for the working group's workplan.
- maintaining working group agendas and workplans in consultation with the Chair of SPHD.
- approving draft minutes and papers for working group meetings.
- chairing working group meetings (face-to-face and teleconferences).
- reporting working group activities to SPHD members.
- approving SPHD papers to PHC, in consultation with the Chair, where the issue is relevant to the workplan of their working group.
- nominating an alternate/deputy Coordinator in his/her absence.

Working group Coordinators are nominated by SPHD members and approved by the Chair of SPHD.

2.2.7 SPHD Executive Group

The SPHD Executive Group comprises the Chair, Deputy Chair and Executive Officer and may draw on specific expertise within the subcommittee as required.

The SPHD Executive Group will be reviewed annually.

The SPHD Executive Group will:

1. Have the authority to make decisions on behalf of SPHD where a rapid turnaround time is required.
2. Identify and confirm the key actions from each SPHD meeting.
3. Have appropriate membership to enable input on all aspects of the SPHD Terms of Reference.
4. Finalise papers and other communications from SPHD to PHC.
5. Approve communication with external stakeholders.
6. Provide advice and guidance to external stakeholders regarding funding priorities and decision making over SPHD business and direction.

2.3 Engagement

Members are responsible for consulting and engaging relevant agencies and divisions within their organisation on matters being considered by SPHD and bring an organisational position to meetings. Members are also responsible for communicating outcomes from meetings within their organisation.

Members are responsible for maintaining linkages with members of PHC and other sub-committees within their organisation, and engaging them as required.

2.4 Further information

SPHD operates in accordance with the Operating Guidelines for Plant Health Committee.

3. COMMITTEE ARRANGEMENTS

3.1 Decision-making

Only SPHD members (Section 2.2.2) make decisions in regards to issues under discussion on behalf of their jurisdiction or organisation.

SPHD members should have the authority to make decisions on technical and operational aspects of their business where the issue is within the scope of the current SPHD terms of reference and workplan. Where an issue is deemed to be outside the current SPHD workplan it should be referred to PHC for advice or decision.

3.1.1 Decisions by consensus

Decisions of SPHD are made by consensus. For the purposes of decisions by SPHD, consensus means in respect of a decision to be taken on an issue, that none of those persons present when the decision is taken are opposed to it, although:

- persons present during the discussion may have expressed contrary views;
- achieving the consensus may have required a measure of compromise to ensure a workable outcome; and
- some entitled to be present may not be present and some may abstain from participating in the decision.

3.1.2 Decisions where consensus cannot be reached

Where there is no consensus in the case of an issue considered out-of-session, it will be referred for discussion at the next in-session meeting. If a meeting of SPHD cannot arrive at a consensus decision, SPHD may:

- refer the matter to a working group for further advice to, and consideration by, SPHD; or
- refer the matter to PHC advising details of the assenting and dissenting views, for consideration by PHC.

In certain circumstances, SPHD may agree that national consistency is not achievable and the proposal may be implemented in those organisations where there is mutual agreement.

3.2 Conflicts of interest

Where a SPHD member, observer, working group adviser or invited participant potentially has material, personal or financial interest in the matter that is being considered by SPHD, that participant is required to declare to the Chair of SPHD when the potential conflict first emerges. Where possible, that participant should arrange for an alternative person to act in their place.

3.3 Confidentiality

Upon agreeing to participate in SPHD activities, members, observers and invited participants agree to maintain the confidentiality of these activities. Members, observers and invited participants are also responsible for ensuring that information they pass on to others in the interest of progressing SPHD activities is treated appropriately.

The following is a guide to the distribution of papers:

- Papers prepared for SPHD are not to be made public unless otherwise stated.
- Papers prepared for SPHD can be distributed for comment within a member organisation on a needs-to-know basis if it assists in the delivery of SPHD activities.
- Members and observers are responsible for maintaining the confidentiality of papers passed on to others in their organisations.
- If upon receiving a SPHD paper, a member, observer or person delegated to review the paper, identify that they have a conflict of interest, they should cease reading the material and notify either the person who provided the paper or the chair of SPHD that they have a conflict and

cannot take part in the discussion. People should not provide information obtained from SPHD papers to other parties that would benefit either themselves or another party.

- If SPHD collectively considers that a member or representative has been inappropriately discussing or distributing information obtained through SPHD activities then SPHD may ask the member organisation to provide an alternate representative.

The following is a guide to the sharing of information or issues discussed during the course of SPHD activities:

- Information provided by any party or issues discussed at SPHD are not to be repeated, divulged, published or circulated in public unless otherwise stated.
- Information and issues can be discussed within a member organisation on a needs-to-know basis if it assists in the delivery of SPHD activities.
- Members, observers or persons supplied with confidential information from SPHD meetings and teleconferences must keep the information confidential and not distribute or discuss it outside of the SPHD sphere, unless specifically stated.
- Members and observers are responsible for maintaining the confidentiality of information passed on to others in their organisations.
- If a SPHD member, observer or person receiving confidential information, identifies that they have a conflict of interest, they should notify either the person providing the information or the chair of SPHD that they cannot take part in the discussion. People should not provide information obtained from SPHD papers to other parties that would benefit either themselves or another party.
- If SPHD collectively considers that a member or representative has been inappropriately discussing or distributing information obtained through SPHD activities then SPHD may ask the member organisation to provide an alternate representative.

3.4 Privacy

The Department of Agriculture currently provides secretariat services for a range of committees, including SPHD. As part of complying with the Privacy Act 1988, the following information explains how SPHD will collect, use, store and disclose personal information of committee members, observers and associated officers.

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual. For the purposes of SPHD, the secretariat collects the following personal information: name, business address, business email address and business phone number.

The collection of personal information by the Department of Agriculture (the Department) in relation to involvement with SPHD is for the purpose of contacting officers of relevant agencies about SPHD matters only. If officers do not provide personal information, the department will be unable to liaise with those officers on SPHD matters.

The Department may disclose personal information it obtains to other Australian organisations, including Plant Health Australia, CSIRO and other organisations, only where necessary provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988. All personal information will be collected, used, stored and disclosed in accordance with the Privacy Principles.

The Department's Privacy Policy, including information about access to and correction of personal information, can be found at: <http://www.agriculture.gov.au/about/accessing-information/foi/ips/operational-information/privacy-policy>.

To contact the department about your personal information or to make a complaint:

Telephone: Switchboard +61 2 6272 3933

Email: privacy@agriculture.gov.au

Post:

Privacy Contact Officer
Department of Agriculture
GPO Box 858
Canberra ACT 2601.

3.5 Meetings

SPHD will meet face-to-face at least six monthly, prior to the PHC deadline for papers for face-to-face meetings, and by teleconference as required. Hosting of SPHD face-to-face meetings is rotated between members, with the host jurisdiction funding the meeting arrangements. Members, observers, working group advisers and invited participants fund their own attendance. Where appropriate, SPHD will hold other activities in conjunction with face-to-face meetings to build networks, skills and knowledge.

SPHD bi-annual meetings include sessions for both working group meetings and a member’s only meeting.

Suggested structure of SPHD meetings

Optional	Day 1	Day 2
	Working Group meetings	SPHD members meeting
	Lunch	
Optional Working Groups meetings	Working Group meetings	SPHD members meeting
		Coordinators meeting
	Optional presentation session	

Working groups may convene face-to-face meetings and or teleconferences at any time to progress working group activities.

3.6 Meeting papers

3.6.1 In-session

In-session meetings are face-to-face. A draft agenda for each meeting will be prepared by the Secretariat of SPHD in consultation with members and approved by the Chair at least three weeks prior to the meeting. An in-session agenda will include the following standing items:

- members report
- report from working groups.
- outstanding action items from previous face to face meeting.
- papers to and feedback from PHC.
- maintenance of workplans.
- review of terms of reference (bi-annual).

A copy of the draft agenda is also circulated to the Secretariat of PHC and other subcommittee secretariats, who will liaise with Secretariat of SPHD on any cross-sectoral issues that may require contribution.

All agenda items are to have an associated paper either “for noting”, “for decision” or “for information”. The intent of the paper (“for noting”, “for decision” or “for information”) should be clearly stated at the top of the agenda paper.

The final agenda and papers will be circulated to all members one week before the meeting. Members will be responsible for circulating or providing hard copies to the meeting of any papers not received by this date.

3.6.2 Out-of-session

From time to time SPHD will consider business through out-of-session papers. SPHD out-of-session 'for information' papers are circulated for SPHD information only and do not require a response.

Out-of-session papers "for decision" and "for noting" are circulated for response within two weeks (unless otherwise specified). All members are required to respond specifying their agreement or disagreement to the proposed recommendations in "for decision" papers and noting receipt of "for noting" papers.

3.6.3 Preparation of papers for PHC

"Papers for PHC" is a standing agenda item at SPHD member meetings. Final papers are cleared by the SPHD Chair or Coordinators' group and submitted to the Secretariat of PHC via the Secretariat of SPHD by the deadline provided by the Secretariat of PHC.

The Secretariat of PHC, in consultation with the Secretariat of SPHD and/or Chair of SPHD, may also request revision of papers before they are submitted to the PHC, to ensure that the papers' objectives are clear and the paper is in a format appropriate for the PHC. Such changes will be made by the Secretariat of SPHD in consultation with the Chair of SPHD and cleared through the Chair. Agreement of SPHD members to these changes will only be sought if they relate to the paper's recommendations or to the intent of the paper.

3.6.4 Record of meetings

The Secretariat of SPHD will provide a record of all SPHD member, working group and Coordinators meetings and teleconferences including a record of discussion, outcomes and actions. Draft minutes and actions arising are presented to the Chair (or Coordinator as applicable) and following approval, circulated to all participants for comment. Requests for amendments to the meeting record will be incorporated by the Secretariat of SPHD where not significant, and the final record provided to participants and presented for endorsement by SPHD members at their next member meeting. Where significant changes are requested these will be discussed with the Chair (or Coordinator as applicable) who will have the final decision of accepting or rejecting any proposed amendments. The Chair of SPHD may consult with participants prior to accepting or rejecting significant proposed amendments.

The Secretariat should make a summary of key outcomes available within 10 working days and, if required, a full record of the meeting within 30 working days.

3.6.5 Actions from meetings

Actions from SPHD meetings are assigned to members, observers, working groups or the Secretariat of SPHD as appropriate. Where SPHD resolves to task a working group with a request for advice or work, the Secretariat of SPHD will coordinate the request with the respective working group Coordinator in writing. The respective assignee is responsible for completing actions and reporting the outcome(s) to SPHD either via the Secretariat of SPHD or at meetings.

3.7 Work plan

SPHD maintains an annual work plan reflecting its terms of reference and outlining key activities, expected outcomes, key deliverables, milestones and stakeholder engagement. Advice and requests for work from PHC will be tasked to SPHD in writing, as needed, through the Secretariat of PHC and incorporated into the work plan.

The workplans must be endorsed by PHC and reflect the SPHD terms of reference. The workplans are completed by SPHD using the template provided by the Secretariat of PHC. Draft workplans are to be provided to PHC by May each year for the next financial year.

The work plan is approved annually by PHC and is reviewed by SPHD at each meeting as a way of monitoring deliverables and changing priorities.

3.8 Reporting

3.8.1 Reporting to PHC

SPHD is required to report six-monthly to PHC on progress against its work plan (at PHC's face-to-face meetings) with matters for decision brought forward when needed. The report from SPHD to PHC must be cleared by the Chair of SPHD or Coordinators' group and provided to the Secretariat of PHC by the required deadline.

3.8.2 Communiqués

Following approval by the Chair of SPHD, outcomes from SPHD meetings of interest to the Australian plant biosecurity diagnostic community will be posted as a news item to the National Plant Biosecurity Diagnostic Network website (<http://plantbiosecuritydiagnostics.net.au>).

3.9 Financial arrangements

There are no financial delegations associated with SPHD and its working groups. These groups must seek agreement from PHC for any expenditure, with the management of any finances conducted in accordance with the *National Biosecurity Committee Financial Governance Procedures and Arrangements* and the *Principles for Financial Decisions by Sectoral Committees*.

4. SECRETARIAT

The Australian Government Department of Agriculture provides secretariat support for SPHD. The Secretariat of SPHD can be contacted at:

SPHD Secretariat
Department of Agriculture
Street Address: 7 London Circuit, CANBERRA City ACT 2601
Postal Address: GPO Box 858, CANBERRA ACT 2601
Phone: (02) 6272 4568
Email: sphds@agriculture.gov.au

4.1 Responsibilities of the Secretariat of SPHD

The Secretariat of SPHD will:

1. Ensure effective operational and administrative arrangements are followed, including but not limited to:
 - ensuring operation and administration of SPHD is in line with SPHD Operating Guidelines (this document), including provision of record of meetings and required reporting to PHC (e.g. work plans and terms of reference).
 - ensuring consideration of issues by SPHD is in line with the *Guidelines for determining level of decision-making through the National Biosecurity Committee*.
 - maintaining templates, membership lists, relevant websites, meeting calendar and timelines, etc.
 - developing and implementing guidance material for members, observers and the authors of papers.
2. Organise teleconferences and face-to-face meetings as required, including:
 - organising pre-meeting teleconferences with the Chair and/or Coordinator/s
 - setting meeting agendas in consultation with members.
 - setting and adhering to timelines for meetings, including for circulation of meeting papers and distribution of meeting outcomes/resolutions.
 - record of meetings including discussion, outcomes and actions.
 - actively progressing action items.
3. Coordinate out-of-session consideration of issues by SPHD as needed.
4. Progress issues on behalf of SPHD.
5. In consultation with the Chair, liaise with stakeholders—including PHC and other sectoral committee/sub-committee secretariats—to ensure linkages between the work of SPHD and other biosecurity activities and policy initiatives.

4.2 Website

The Secretariat of SPHD will maintain the SPHD website¹, (including the website of the National Plant Biosecurity Diagnostic Network (NPBDN), Section 4.3) for communicating the objectives and achievements of SPHD.

4.3 National Plant Biosecurity Diagnostic Network

The Secretariat of SPHD is the Executive Officer for the National Plant Biosecurity Diagnostic Network (NPBDN). The Executive Officer for the NPBDN is responsible for:

- maintaining a register of network members
- maintaining a register of network polices and rules

¹ <http://plantbiosecuritydiagnostics.net.au/sphds>

- taking minutes at meetings
- managing communications within the Network
- maintaining and updating the NPBDN website²
- maintaining custody of books and records related to the network
- processing applications to join the network
- assisting with the organisation of the Annual Diagnosticians Workshop; and
- liaising with the Network Implementation Working Group on network related matters

² <http://plantbiosecuritydiagnostics.net.au>

5. WORKING GROUPS

Working groups are established by SPHD as required to progress specific issues or work items and for a period as determined by the committee.

5.1 Working Groups

Currently there are five working groups established by SPHD.

- Diagnostic Standards Working Group (DSWG)
- Network Implementation Working Group (NIWG)
- Reference Collections Working Group (RCWG)
- Surge Capacity Working Group (SCWG)
- Surveillance Diagnostics Working Group (SDWG)

Working groups may also meet jointly to work on common activities.

5.1.1 Roles and responsibilities

Roles and responsibilities of each working group align with recommendations from the NPBDS and priority reforms of Schedule 4 of the IGAB.

- The role of the DSWG is to prioritise, commission, maintain and review nationally consistent plant health diagnostic protocols compatible with international standards for endorsement by PHC.
- The role of the NIWG is to coordinate and foster the NPBDN to better deliver and connect capacity, information and resources.
- The role of the RCWG is to develop a strategic approach to the long-term viability of plant pest reference collections.
- The role of the SCWG is to determine how diagnostic capability and capacity can be effectively utilised across the NPBDN to deliver a surge capacity in the event of an emergency response.
- The role of the SDWG is to determine the requirements and guidelines for diagnostic protocols to directly support surveillance programs.

The roles and responsibilities of each working group are reviewed every two years (or earlier if required) as part of the review of SPHD terms of reference.

5.1.2 Membership

Working groups are coordinated by a SPHD member and may contain other SPHD members, advisers, observers and invited participants. For further information regarding working group membership and structure refer to section 2.2 of these guidelines.

Membership must align with the scope of the work required and not all organisations necessarily participate in all working groups.

Skills, expertise and interests associated with each of the working groups are presented in the table below.

Working Group	Examples of expertise/skills/interests
DSWG	Knowledge of ISPM 27, knowledge of SPHD Reference Standards, experience in writing, editing, reviewing and/or verifying protocols, specific knowledge and expertise on a pest or pest discipline.
NIWG	Knowledge of National Plant Biosecurity Strategy (NPBS) and National Plant Biosecurity Diagnostic Strategy (NPBDS) and progress of the Intergovernmental Agreement on Biosecurity (IGAB) in particular Schedule 4. Interest in a national network of diagnosticians and promoting communication and information sharing across jurisdictions.
RCWG	Expertise in preservation and maintenance of collections.
SCWG	Knowledge of and expertise in delivering diagnostic services during emergency responses and high throughput testing. Knowledge of the National Plant Biosecurity Diagnostic Network.
SDWG	Knowledge of and expertise in field based diagnostics and providing diagnostic services to surveillance activities.

Unless otherwise agreed by PHC, the cost of sub-committee and working group members' participation is met by the respective organisation. This includes salary, travel and meeting costs.

5.1.3 Meeting arrangements

Meeting arrangements are determined by the working groups and should be a combination of face-to-face and teleconference meetings and workshops.

6. SPHD Business Rules

1. A draft record of actions and key outcomes of face to face and teleconferencing meetings will be made available within 10 working days of each meeting.
2. A draft record of face to face and teleconferencing meetings (ROM) will be made available to all members within 30 working days of the completion of each meeting. The Secretariat will be responsible for compiling and distributing the final ROM. The ROM will contain a list of resolutions and a list of action items as appropriate.
3. The list of action items will indicate the member responsible for each action item and the anticipated completion date.
4. Responsibility for the resolution of out-of-session (OOS) items will rest with the member originating the item. Assistance may be sought from the EO, the Deputy Chair or the Chair.
5. Each OOS item will be given a sequential number prefixed by the number of the next sitting of the committee and a consistent title (e.g. SPHD 13, OOS 6 "Proposed Business Rules "). For each OOS item the EO will allocate an item number, format the item in the OOS template, determine the response date and distribute to all members. The EO will keep a record of responses.
6. Similarly, items raised in session but resolved out of session will carry the meeting's prefix and agenda number and a consistent title (e.g. SPHD 12: Agenda 4.6 "Proposed Business Rules").
7. Members, or their delegates, will respond to each OOS item within the date specified. If for some reason a response will be forthcoming but delayed, the Secretariat will be advised before the due date.
8. Members responsible for resolution of an OOS item will advise the Secretariat within 10 working days of responses received by the specified deadline and the resolution to be recorded. The Secretariat will then circulate the resolution to all members within 10 working days.
9. A standing agenda item at all face to face meetings of the committee will be a list of all items resolved, including their outcomes, since the previous in-person meeting. This will be the responsibility of the Secretariat.
10. All items to be posted on relevant websites will be approved by the Chair or relevant Coordinator/s.

7. SECRETARIAT CHECKLIST FOR SPHD MEETINGS

- Following meeting details decided at each meeting
- Website updated with meeting details.
- Meeting request sent
- Accommodation arrangements made (cost met by attendees)
- Venue booked (cost met by host)
- Catering booked (cost met by host)
- Call for agenda items and papers approximately six weeks before meeting.
- Agenda agreed with the Chair
- Working group agendas agreed with the Coordinators and distributed to SPHD members and advisers
- Working group agendas agreed with Coordinators
- Agendas distributed to PHC and PHC subcommittees
- Papers for agenda items submitted by due date. Includes minutes from previous meeting for endorsement and incomplete actions from previous meeting
- Meeting documents distributed
- Arrangements for record of meeting (minutes)
- Papers and update to PHC discussed at meeting
- Final papers and update cleared by the Chair and or Coordinators' group and submitted to the Secretariat of PHC
- Minutes and actions arising approved for distribution by the Chair and or SPHD Coordinators' group
- Minutes and actions arising distributed to members and advisers for comment
- Final minutes and actions arising distributed to members, observers, advisers and Secretariats of PHC and other PHC subcommittees.
- Final minutes and actions arising submitted to the next member's meeting for endorsement