

**MINUTES OF A MEETING OF THE MANAGEMENT BOARD OF THE AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN (AFB PMP) HELD ON 15 (THURSDAY) AND 16 (FRIDAY) FEBRUARY 2018 IN THE BOARD ROOM, OF THE OFFICES OF APINZ /AFB PMP, LEVEL 4, 187 FEATHERSTON STREET, WELLINGTON, COMMENCING AT 9.45AM ON THURSDAY AND 08.30 AM ON FRIDAY.**

**1.0) ATTENDANCE**

**Present**

Mr John Hartnell (Chairman)  
Mr Gabriel Torres (from 1pm Thursday)  
Mr Jason Ward  
Ms Kim Poynter  
Mr John Sanson (Ministry for Primary Industries Representative, Thursday only)  
Mr Clifton King (National Compliance Manager)

**Apologies**

Mr Russell Marsh  
Mr Geoff Gwyn (Ministry for Primary Industries Representative)

**Guests – Friday 16<sup>th</sup> February**

Mr Byron Taylor AsureQuality (items 8 & 9)  
Mr Andrew Still AsureQuality (items 8 & 9)  
Mr Mike Harre Ministry for Primary Industries (items 7 & 8)  
Ms Melanie Chapman Ministry for Primary Industries (items 7 & 8)

**1. Meeting opening**

**1.1. Chairman's welcome**

As Gabriel is now not expected to arrive until 1:00pm items 2 and 3 will be delayed until the afternoon.

**1.2. Apologies**

Russell Marsh, Geoff Gwyn  
Gabriel Torres (Thursday morning session only – Air NZ flight cancelled)

**1.3. Director conflict of interest disclosures**

Gabriel Torres "GHCT Holding Ltd" should read "GHGT Holdings Ltd"

**1.4. Previous Minutes**

**1.4.1. Confirmation**

Under 4.0 Health and Safety Report, reword sentence to reflect joint MPI/AQ/MA responsibility

John Hartnell moved that the November 2017 minutes be accepted. Jason Ward seconded, and the motion was carried.

**1.4.2. Matters arising**

- Noted the potential use of health and safety apps.
- Noted that MPI contract some AP2s directly for Exotic Bee Pathogen work, in addition to the MPI surveillance contract with AQ.
- The Board were updated on Stephen Blacks latest OIA request.
- Noted that beekeepers like to be informed of Management Agency compliance activities.
- Honey spore tests will be interpreted as a simple positive/negative result (due to the potential impact of mixing infected with non-infected honey.) Beekeepers with infected honey samples will be asked to trace back to the source apiaries and to report back to the Management Agency as occurred last year.

### 1.4.3. Action list

New actions arising from review of minutes:

- A meeting is required to coordinate health and safety between MA, AQ and MPI (Honey Bee pathogen programme).
- Analyse the historical AFB notifications by each beekeeper to calculate the confidence that they are reporting AFB to the Management Agency. Present the results to the April Board meeting.
- National Compliance Manager to record time spent on OIA requests

Review of action list. New actions, clarifications of existing actions are listed as follows:

- Call [REDACTED] to invite him to become an AP2.
- Review Levy payment/collection status for [REDACTED], [REDACTED] and [REDACTED] and advise Board of options.
- AQ to amend process for assigning work to AP2s to require the AP2 to declare that they don't have a conflict of interest at the point where work is assigned.
- Make the briefing paper available on the website.
- 2017 ADR defaulters whom have not submitted a 2017 COI should be managed as follows:
  - Hobbyists to receive a default COI inspection.
  - Compliance Manager to notify MPI of defaulting commercial beekeepers.
- Low key implementation of trainer self-appraisal required.

## 4. Policies for Review

The following policies were approved for a three year period subject to the following changes:

- AFB/22/0/11 – 002 When a beekeeper no longer has hives
  - Change the scope to read “Policy relates to beekeepers who are no longer beekeeping”
- AFB/22/0/11 – 003 Management Agency Board Meetings in the Regions
  - Change policy statement to read “As part of the Management Agency’s role to promote the AFB PMP to beekeepers nationwide, holding Board meetings outside of Wellington will be considered.”
- AFB/22/0/11 – 004 Helicopter Surveillance Operations
  - Amend the procedures by deleting the word “independent” from “The independent aircraft operator” bullet
- AFB/22/0/11 – 005 Management Agency Directors Fees/Honorarium
  - Change the mileage travel allowance to refer to “IRD rates”
- AFB/22/0/11 – 006 Charges for Providing Official Information und the Official Information Act
  - Change the rate for staff time to \$50.00 per half hour or part thereof
- AFB/22/0/11 – 007 New Policy on DECA applications
  - Revoked as duplicate with policy 007A
- AFB/22/0/11 – 007 Disease Elimination Conformity Agreement (DECA)
  - Amend the 3<sup>rd</sup> paragraph of the scope section to read: “It is the Management Agency’s goal to enable beekeepers to have an agreement to take responsibility for eliminating AFB from their apiaries.”
  - Amend the second sentence in the policy section to read “The registered beekeeper in that 12-month period is encouraged to attend education opportunities, and must sit and pass an AFB Recognition Course/ Exam in that time”
  - Amend the final policy paragraph to refer to 3 years of practical beekeeping instead of 2.
- AFB/22/0/11 – 009 Selection of Apiaries for American Foulbrood inspection criteria
  - No changes
- AFB/22/0/11 – 011 Storage of Files (Hard copy) and Backing up of electronic data
  - No changes
- AFB/22/0/11 – 012 Governance Document
  - Clarify the wording to make it clear that the AFB PMP Board, not the ApiNZ Board is responsible for managing the AFB PMP appointment process and making a recommendation to the ApiNZ Board Chair. Note that this change will need to be signed off by the ApiNZ Board.

- AFB/22/0/11 – 013 Audit of an individual beekeeper compliance
  - No changes
- AFB/22/0/11 – 022 Application form for exemption to hold AFB infected frames for education and training purposes only
  - No changes
- AFB/22/0/11 – 031 AFB PMP Refresher course trainer remuneration and organisation (administration)
  - Change mileage rate to refer to IRD rates
  - Change hourly rate to refer to the contract
- AFB/22/0/11 – 036 AFB PMP Management Board Register of Interests
  - No changes
- AFB/22/0/11 – 038 AFB PMP Management Board Meeting Attendance Policy
  - No changes

## 5. Matters for discussion

### 5.1. Finance Report

Clifton presented the Finance Report to the Board. The financial variances were noted and discussed

### 5.2. Auditors Report

The auditors report was discussed. The Board noted that references to the National Beekeepers Association of New Zealand on page 8 should be changed to Apiculture New Zealand.

### 5.3. Training Report

Clifton presented the training report. The Board sought clarification of who was involved in the review of the AFB Recognition Course test papers.

#### Actions

- Clifton to advise who is reviewing the AFB Recognition Course test papers.
- Janette to arrange quotes for the AFB Recognition Course test papers to be translated into Mandarin, Korean, and Filipino

### 5.4 Health and Safety Report

Clifton presented the Health the Safety Report. The Board agreed that the Management Agency take further steps to:

- Check that appropriate systems between the AP2s and AsureQuality are in place to support the health and safety practices specified in the guidelines
- Request AsureQuality to provide the Management Agency with appropriate reporting.

The Board also requested that:

- The Health and Safety Guideline is reviewed.
- AsureQuality is asked how H&S information recorded on the inspection sheets is captured, and communicated for subsequent inspections
- AsureQuality is asked to report what corrective actions have been put in place.

### 5.5. Complaints Report

Clifton presented the Complaints Report

#### Actions

- Clifton to maintain a record of contractor non-compliances

## 2. National Compliance Managers Report

Clifton presented the National Compliance Managers report. Decisions and actions arising from the report are listed as follows:

#### Low stakeholder awareness of how well the AFB PMP is performing

The Board noted that implementation of the communications strategy is proposed to address this issue.

#### Certificate of Inspection defaults

The Board noted the approach to COI default inspections

#### ApiWeb project

The Board noted the Compliance Managers concerns regarding the ApiWeb project, and noted that AsureQuality would be providing a status report on Friday.

#### AP2 contracts

The Board agreed that the Compliance Manager will contact [REDACTED] and [REDACTED] and advise them that the Board has confirmed that:

- The contracts offered are appropriate for independent contractors
- \$36/hour is an appropriate contract rate
- The IRD mileage rate of \$0.73/km is appropriate.

The Board did not agree to negotiate the funding of new beekeeping suits and veils each year.

#### AFB website migration

The Board did not agree to contracting LimeRed Design to migrate the website content across to the new site.

The Board requested that the project to migrate the AFB website content to the new platform be rescoped to enhance the usability of the website, and that 3 quotes are obtained.

#### Levy workload

The Board agreed to hire an administrator on a part-time fixed term employment agreement to process levies during May and June.

#### Compliance

The Board decided that helicopter surveillance should occur in Northland, and that the area targeted should have a high density of apiaries. Northland beekeepers should be given 48 hours' notice, and AsureQuality should monitor the number of apiary registrations after the notification and flights.

#### TradeMe vendor investigation

The Board requested that the ApiNZ Policy Advisor advise them on what protections for purchasers had been agreed with TradeMe.

### **3. AFB PMP Communications Strategy**

Clifton presented the AFB PMP Communications Strategy to the Board. The Board requested changes to the strategy as follows:

#### Key Messages

Under the most effective mechanisms for beekeepers to control AFB change b) to

- Destroy infected hives immediately and no later than seven days
  - Close & seal the hive up immediately if destruction not immediately possible

Under management Agency is supporting beekeepers to manage the disease at the national level:

- Add: "to give effect to the management plan"
- Change: d) to "conducting compliance inspections and audits"
- Add: communications (txts, advice etc)

#### AFB Control Messages

Under Inspections/Spring/Non DECA holders – remove the word "minimum" from "minimum level of inspection required to manage AFB", as the Board wants to promote the benefits of being able to recognise AFB and conducting frequent inspections.

Alternative sterilisation procedures should refer to plastic hives.

Under management practices:

- Replace 2,500 million with 2.5 billion
- Rewrite the bullet points on the low level of AFB spore infectivity in plain English
- Remove the word "clinical" from the probability of transferring AFB from one colony to another
- The need to communicate simple tips and tricks for preventing the spread of AFB was noted (e.g. for managing extracted honey supers)

- The Board noted that different tips and tricks would be required by commercial and hobbyist beekeepers in many instances.
- Change the “don’t split up deadout hives” to emphasise the importance of understanding what the hive died of before reusing hive equipment
- Add communication to bury plastic hives
  - Ask Mark Goodwin how deep
- Change “there” to “their” under Disease Elimination Conformance agreements

Under record keeping and reporting the key message is that beekeepers should update their apiary information as things change (i.e. on a regular basis)

#### Management Agency compliance messages

Under goals:

- Reword point 3 using plain English to focus managing non-compliance/meeting AFB PMP requirements.
- Insert “education” into the “advice, guidance, tools and tips...” bullet point.
- Under “Publish activities...”
  - Publicise Management Agency compliance activities
  - Case studies of beekeepers using system improvements and stating how easy it was

#### Communications and Engagement Channels

Table 1 changes:

- Add Minister for Food Safety and Conservation
- Replace honey pack houses and exporters with RMP premises
- Add landowners
- Add regional/city councils

#### Audiences and Messages

Table 2 changes:

- Key messages for Minister for Food Safety and Biosecurity are the same as the Minister for Biosecurity
- Minister for Biosecurity, add
  - Management Agency is competently giving effect to the AFB PMP. That progress is being made, and that we are taking industry with us
  - Explain why AFB PMP and Levy Orders are no longer fit for purpose
  - No surprises
- Apiculture NZ Board, add
  - Assurance that the AFB PMP is well managed and financially viable
  - No surprises
- Change “NZ Beekeeping Incorporated” to “NZ Beekeeping Incorporated Executive”
- Maori. Add impact of AFB PMP on:
  - Taonga
  - Flora and fauna
  - Economic aspirations
- Beekeepers, add
  - Education
- Agriculture and horticultural sectors, add
  - Why AFB inspectors need to come on their land
- AsureQuality, add
  - Contract standards
  - Customer impact of services provided
- Authorised Persons (AP2s)
  - Change: Inspectors to Personnel
  - Add: They are partners with the Management Agency and their suggestions on how processes can be changed to improve outcomes re valued
- Trainers, add
  - They are our partners (see AP2s above)
- RMP Premises
  - Their responsibilities to ensure that compliant product is entering their premises
- Landowners
  - Beekeeper AFB PMP obligations and how to recognise that these are being met
  - Why AFB PMP Inspectors need to enter their properties, and that they will leave the property as they found it (i.e. shut gates etc)
- Equipment suppliers

- Equipment suppliers can provide their customers with a service by providing information that will enable their client to manage their AFB and comply with AFB PMP rules
- Councils
  - Advise of AFB best management practices
  - Advise of the importance of burning hives to control AFB

#### Actions

- Check the list of stakeholders described in Gabriel's beekeeper journey
- Update Communications Strategy as directed by the Board
- Address previously identified ADR form improvements in time for this year's ADR returns

### **6. Board member only session**

### **7. American Foulbrood 5-year strategy programme plan**

See minutes recorded separately

### **8. Rex's farewell**

Rex's service to the Management Agency over the last decade was acknowledged and celebrated.

### **9. AsureQuality**

#### **9.1. AsureQuality January 2018 Report**

Byron Taylor presented the bimonthly AsureQuality Report to the Board. Matters arising from the report are documented as follows:

#### Certificates of Inspection

- Noted that the mail-out is early and the beekeepers often lost their forms
- COI forms need to be revised to use plain English
- Need to provide beekeepers with better support to find an inspector for their hives
  - Partner with clubs to update the list of DECA holders prepared to perform inspections
  - Add list of COI Inspectors to the COI mail-out
  - The Board questioned whether it would be helpful to send the COI forms directly to the people that do the inspections?

#### DECAs

- The need for a standardised DECA for beekeepers with less than 11 hives was noted

#### Authorised Persons

- The variation in work output was noted
- The importance of clearly communicating and explaining priorities to authorised persons was noted
- The Board stated that authorised persons should not be sent to perform inspections unless there was a reason to suspect AFB was present, i.e. the presence of abandoned hives is not sufficient to justify inspections. The Board also stated that the destruction of abandoned hives was not a priority unless AFB was present.

#### Bi-monthly report feedback

- The report content is not specific enough to be informative, e.g. "North Canterbury", "a lot of infected hives"
- A report summarising authorised person activity is required. The raw information is provided in an excel spreadsheet, but this needs to be summarised in a manner that can be readily interpreted.

#### AsureQuality Personnel

- Chantel's current workload is solely focused on AFB and Surveillance
- AsureQuality have advertised an Apiary Officer position. Suitably experienced candidates have applied for the position and AsureQuality is currently shortlisting
- AsureQuality Apiary Officers are not available to work on non bee related incursion responses
- Implementation of the current version of ApiWeb changed the focus of Registrars from data entry to data validation

### Actions

The following list of actions was agreed:

- COI forms to be revised to use plain English – AsureQuality
- List of COI inspectors to be sent out to clubs for updating – Clifton
- List of COI inspectors to be included in COI mailout – AsureQuality
- Standard DECA agreement to be developed for beekeepers with less than 11 hives – Kim
- Existing hobbyist DECA holders to be offered the opportunity to sign up to the new DECA – AsureQuality
- A report summarising the status of authorised person work to be developed – AsureQuality

### **9.2. ApiWeb status report**

Andrew Still provided a status report on the ApiWeb project. He outlined the process to date and advised that two vendors bids were still under consideration. However, he also advised that the availability of funding should be confirmed before these vendors were invited to present.

Andrew advised that AsureQuality estimates that the total cost of the project including project management is \$500,000, and that AsureQuality was not in a position to contribute to the funding of this project, as was previously understood by the Board.

The Board reaffirmed the need to support beekeepers through upgrading ApiWeb and discussed options for progressing the project.

### Actions

- Send Gabriel a copy of the RFP – Clifton
- Send a copy of the procurement process used for the RRI - AsureQuality
- Establish a Steering Committee: 2 x MPI, 1 x AQ, plus Gabriel and Clifton to determine how to proceed – Clifton

## **10. Matters for noting**

### **10.1. Major correspondence**

Not applicable

### **10.2. Update Board calendar**

Board meetings for the next 12 months will be on:

- 19/20 April 2018 (Jason is an apology)
- 14/15 June 2018
- 13/14 September 2018
- 15/16 November 2018
- 7/8/ February 2019

### **10.3. Other matters for noting**

#### ApiWeb actions

- Beekeepers to be updated that the ApiWeb upgrade is not progressing at this time as the cost of the upgrade is greater than expected, and one of the financial partners has withdrawn.
  - N.B. Vendors must be informed before this update is distributed

#### Board Appointment

The Board confirmed that in addition to governance experience, it would be preferable if the appointed Board member had science (disease management) knowledge or legal knowledge, and ideally was an upper North Island based hobbyist.

An independent recruitment consultant will manage the recruitment process.

The position will be advertised in the April Beekeeper Journal, via email to registered beekeepers, in the AFB newsletter, and on Seek. There will be a 4 week closing date.

#### Management Agency Staff

Future Management Agency staff appointments are to be on employment agreements, and existing staff are to be transferred to employment agreements also.

#### Mark Goodwin AFB articles

Article previously published in the Beekeeper magazine are to be republished in the AFB Newsletter.

MPI Project Manager



It was agreed that Clifton would discuss the discrepancies between the scoping document and the delivery with John Sanson and Megan Verry.

Board access to AFB PMP electronic files

The Board discussed the need for Board access to the AFB PMP files for disaster recovery purposes, and also access to a shared file space. Clifton undertook to provide access via OneDrive.

**11. Meeting finalisation**

The Board agreed that in future Board papers would be distributed electronically via a single PDF file.

The Board noted that the Rydges Hotel has better rooms at a cheaper price than the Ibis.

Jason and Gabriel advised that for future flight bookings that they required “seat only”.

Gabriel to fly in the night before meetings to manage the risk of AirNZ cancelling flights.

**DATE AND VENUE OF NEXT MEETING**

**Date:** 19 and 20 April 2018

**Location:** Wellington

**Venue:** Offices of APINZ and AFB PMP  
Level 4  
187 Featherston Street  
Wellington

**Start:** 10.00 am on Thursday and 8.30 on Friday.