

To: CanadaGAP Stakeholders
From: Heather Gale, National Program Manager
Date: January 11, 2013
Subject: Call for Nominations to the CanadaGAP Stakeholder Advisory Committee 2013-2015

Call for Nominations to the CanadaGAP Stakeholder Advisory Committee 2013-2015

Deadline to receive nominations: February 28, 2013

Send nominations in writing to: info@canadagap.ca

CanadaGAP is now accepting nominations for the Stakeholder Advisory Committee 2013-2015. The Committee serves a consultative role and functions as an advisory group to the Board of Directors for the CanadaGAP Program, providing input on technical matters and making recommendations on the CanadaGAP manuals, HACCP models and other technical materials. The Committee was formerly known as the “Technical Working Group” for the CanadaGAP program.

Who can nominate a member?

Nominations will be accepted from any person, organization or stakeholder, and from any region. Those submitting the names of nominees are encouraged to provide information about the candidate’s background and experience (e.g., curriculum vitae) to assist the Board of Directors for CanadaGAP in their review of the nominee’s credentials and expertise.

How are members selected?

Nominations will be reviewed by the Board of Directors for CanadaGAP who will appoint committee members directly. Members will be announced in 2013 (late spring).

Who would make a good member?

The attached document on Membership Criteria details the make-up of the Stakeholder Advisory Committee. The Board will strive to appoint members representing the various crop groupings covered by the CanadaGAP Program. Consideration will be given to representatives with expertise in various types of production, storage, packing, repacking and wholesale, as well as other relevant expertise (e.g., food safety knowledge, industry experience, familiarity with or a background in the development of the CanadaGAP program, manuals, HACCP models, etc.)

Nominees are not required to be supported by a provincial or national horticultural association, member or affiliate, nor are they expected to represent any region or particular affiliation. **Nominees will be considered entirely on their own merits.**



Positions can be filled by members from any geographic region. Due to the need to limit the size of the Committee and to appoint members based on their individual expertise according to the specified criteria, it is understood that not all provinces will have an appointed representative.

Due to the need to safeguard against potential vested/conflicts of interest, the perspective of auditors will be provided by **ex officio** members represented by CanadaGAP-licensed certification bodies.

What commitment is required of members?

Successful members must be prepared to serve a two-year term starting in spring/summer 2013. Each year the committee will hold one scheduled face-to-face meeting in Ottawa, and meet occasionally by teleconference to deal with issues as they arise. Members are expected to obtain input as needed from others in their sector, and/or to consult as broadly as possible with stakeholders within their crop grouping or specific area of expertise. Committee business is conducted in English.

Since members are selectively appointed based on their individual experience, perspective, domain of interest and/or other factors, only appointed members of the Committee may attend meetings and conference calls. Alternates or substitutes are not permitted.

Members (or their employers or sponsoring organizations) must be prepared to subsidize the cost of attending Committee meetings.

Regardless of the sponsoring organization, the member's primary role is to serve as an advisory expert in his or her capacity/knowledge relative to food safety or production processes.

CanadaGAP will provide each voting member with a travel subsidy to attend the scheduled Committee meeting each year. The amount of the subsidy corresponds to the province/region from which the member travels; the maximum available is \$400 (for members travelling from BC, any Canadian territory, PEI or NL). Representatives travelling from other provinces will receive a limited subsidy proportional to their distance from Ottawa, to help offset their out-of-pocket expenses.

How do I submit a nomination?

Send nominations **in writing** to: info@canadagap.ca

Deadline to receive nominations: February 28, 2013. Late nominations will not be accepted.

For more information

- Refer to the attached membership criteria for the CanadaGAP Stakeholder Advisory Committee
- Visit the CanadaGAP Governance webpage at: <http://www.canadagap.ca/about-us/governance>
- CanadaGAP Press Release issued January 11, 2013 at: <http://www.canadagap.ca/media/latest-news>
- Contact the CanadaGAP office at 613-226-4880 Ext. 206 or info@canadagap.ca

We thank you for your continued interest and involvement in the CanadaGAP Program.

Encl.



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CanadaGAP Stakeholder Advisory Committee Membership Criteria 2013-2015

January 2013 – Membership Criteria

The Board of Directors for CanadaGAP will consider all of the following criteria (as relevant to each nominee to the Committee) in making appointments:

- Food safety expertise relative to fresh produce production and handling (packing, storage, repacking and wholesale)
- Knowledge of and experience in a range of production and handling processes
- Familiarity with production and handling processes within specific crops and/or relevant to specific geographic regions
- Expertise in application of the audit checklist(s) and/or the self-assessment checklist (e.g., working with operations preparing for audits, using the documents for internal audits, etc.)
- Familiarity with the issues that arise from the implementation of the CanadaGAP manuals, audit checklist(s) and self-assessment checklist
- Working experience with the CanadaGAP manuals and/or familiarity with their development
- Involvement in or familiarity with development of the CanadaGAP audit checklist(s), self-assessment checklist, and auditor training materials

The following specific positions will be filled through appointment of voting members to the Committee:

1. Expert in **potato** production/handling
2. Expert in **field-grown vegetable** production/handling
3. Expert in **greenhouse** crop production/handling
4. Expert in **tree and vine fruit** production/handling
5. Expert in **small fruit** production/handling
6. At least one representative familiar with the CanadaGAP manuals, audit checklist, self-assessment checklist and auditor training program, and/or having expertise in auditor training including refresher training, calibration, etc.
7. Expert in **repacking, wholesale** or other relevant activities



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8. A **customer representative** with background in production and handling of fresh produce, **OR** an expert with other background or skill set deemed valuable to the Committee by the Board of Directors for CanadaGAP.

The province or region where nominees are located will be considered but will not be a determining factor in appointing members. Members are encouraged to consult with knowledgeable individuals within their respective commodity groups and/or sectors across the country, and to draw on a broad range of experience. Committee business is conducted in English.

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