

## **GUIDELINES FOR THE ESTABLISHMENT AND MANAGEMENT OF AEPMA CODE-OF-PRACTICE WORKING PARTIES** (V2.1.3, 20/1/09, Author : Dr C.J. Orton in consultation with PDD and BB WP members)

[History: Agreed by the AEPMA Pest Detection Dog CoP WP on 23/8/07 and the AEPMA Bed Bug CoP WP on 4/10/07. Circulated to members of both WPs on 12/9/07. Adopted by AEPMA National Board in 2007. Title amended from ‘Proposal’ to ‘Guidelines’ 20/1/09]

### **Establishment**

AEPMA Code-of-Practice (CoP) Working Parties (WP) shall be established by, report to and operate under the authority of the AEPMA Board as AEPMA Board Committees (Ref: AEPMA Articles of Association Clause 74).

#### **1.0 Role**

Each Working Party shall:

- 1.1 Have a specified subject area (eg Bed Bug Management);
- 1.2 Be known as ‘The AEPMA <Subject Area> Code-of-Practice Working Party’;
- 1.3 Determine current best practice in its subject area, embody this in a CoP document and update the document regularly;
- 1.4 In embodying best practice within the CoP, include the limitations of all technologies discussed;
- 1.5 Where appropriate, advise on requirements for training and certification in its subject area;
- 1.6 Where appropriate, provide expertise, processes and documentation required for training and certification in its subject area and oversee training and certification processes;
- 1.7 Where appropriate, highlight research requirements and knowledge deficiencies.

#### **2.0 Logistics**

Each Working Party shall:

- 2.1 Be made up of (typically) 7-15 CoP honorary members appointed by the Board in accordance with the membership guidelines outlined below;
- 2.2 Conduct itself in accordance with the probity guidelines outlined below;
- 2.3 Elect a Chair and any other officers it sees fit, to assist it to carry out its assigned roles;
- 2.4 Be responsible for its own internal and external communications;
- 2.5 Review the content of its CoP document at intervals not exceeding 18 months and issue a Draft of the revised CoP for public comment for at least six weeks prior to publishing the final version; The WP will notify the various stakeholders of the draft. This would include, AEPMA members, major insecticide suppliers, PPM and other industry publications, etc
- 2.6 Consider all submissions on the draft and make the submissions publicly available. The decision to accept or reject a submission and the reason for doing so must be made publicly available.
- 2.7 Report to the Board at least annually, in a manner determined by the board;
- 2.8 In the event of becoming inactive for a period exceeding twelve months, be declared disestablished by the Board and its CoP declared ‘No longer current best practice’.

#### **3.0 Membership Guidelines**

##### Appointment criteria:

- 3.1 WP Members are appointed primarily on the basis of their knowledge, expertise and demonstrated productivity\* in fulfilling the appointment criteria outlined below.

- 3.2 In selecting members of the WP, the Board shall as far as possible, use the following appointment criteria;
- 3.2.1 Knowledge\* of AEPMA and Board operations (typically a Board member or its nominee – 1 member)
  - 3.2.2 Knowledge\* of best practice in the field, for the subject area (typically pest manager practitioners – minimum 3, maximum 6 members);
  - 3.2.3 Knowledge\* of research in the subject area (minimum 1, maximum 2 members);
  - 3.2.4 Knowledge of documentation and quality management processes (minimum 1, maximum 2 members);
  - 3.2.5 Knowledge\* of risk management practices and processes (minimum 1, maximum 2 members);
  - 3.2.6 Knowledge\* of industries associated with the subject area (minimum 1, maximum 2 members);
  - 3.2.7 Knowledge\* of training practices and processes (minimum 1, maximum 2 members);
  - 3.2.8 Knowledge\* of certification practices and processes (minimum 1, maximum 2 members);
  - 3.2.9 Other knowledge\* criteria as may be deemed appropriate by the Board;
- \* One member may fulfil more than one appointment criteria.

3.3 Review and re-appointment: The passage of three years operation of a WP shall trigger a process of review of WP membership and operations by the Board. On expiry of this period:

3.4 The Chair of the WP shall notify the Board:

- That the period for review of WP membership has been reached;
- The operational status of the WP;
- Any perceived deficiencies of the WP determined from the selection criteria;
- The willingness (or otherwise) of each member to offer themselves for re-appointment.

3.5 The Board shall then, at the earliest opportunity:

- Advertise for new applicants to become members of the WP, allowing a minimum of four weeks for responses;
- Invite a specific person or persons to apply for WP appointment if it sees fit;
- Appoint another Working Party based on the appointment criteria and the report of the previous Chair;
- In the event of a choice between candidates otherwise deemed equal, eliminate a candidate or candidates who have already served on the WP for six years or more;
- Notify all applicants appropriately and advertise the appointment of the new WP and its membership.

#### **4.0 Probity Guidelines**

##### **4.1 Openness, transparency, inclusiveness**

All activities of WPs shall be carried out in an open, transparent and inclusive manner and all WP members shall be kept informed of all WP activities at the earliest opportunity. The Chair or other delegated person shall ensure that processes are in place to facilitate openness, transparency and inclusiveness.

##### **4.2 Record keeping**

The Chair or other delegated person, shall ensure that complete and accurate records are kept for all meetings whether held by attendance, or by audio-, or video-linkage. A quorum shall be 50% of WP membership. The draft minutes of all meetings shall at the earliest opportunity, be circulated to all WP members.

Copies of all correspondence (letters, emails, etc) relating to the WP will be kept by the Chair or delegated person.

All correspondence relating to the CoP from individual WP members will be centralised through the Chair or other delegated person, before redistribution to other WP members.

#### 4.3 Conflict of interest and undue influence

In any functions, actions or activities of a WP where, as a result of actual or possible commercial interest or of relationship between parties:

- A conflict of interest may exist or be seen to exist or
- An undue influence or benefit may be brought to bear or be seen to exist, then:

The parties concerned or any other person in the WP who becomes aware, shall at the earliest opportunity

- Advise the Chair of the WP that a probity situation exists and;
- Define the nature of the issues involved;
- Record this conflict in the minutes of the next available meeting.

Then the Chair shall, at the earliest opportunity:

- Advise all the members of the WP of the situation and issues and;
- Call for a vote of all WP members to resolve the situation and require a two-thirds majority to pass such resolutions;
- Require that the person(s) involved in the situation, withdraw from the activity pending the outcome of the resolution(s).

#### 4.4 Public Relations & Media Enquires

The WP will appoint one member to handle all public and media enquires relating specifically to the CoP. All WP members must then refer all enquires to this individual. This representative will use the CoP as a guide for discussion and not promote any issues or positions contradictory to the CoP. All media enquires will be reported to the WP and minuted at the next available meeting.

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