

Terms of reference for the EADRA Workshop

Objective

1. EADRA workshops provide a discussion forum to inform the EADRA project and to provide (Animal Health Australia) AHA with guidance on EADRA-related issues and priorities for the subsequent business cycle.
2. EADRA workshop participants perform the role of a reference group for the EADRA project.

Membership

2. All industry and government signatories are invited to attend, alternatively, they may nominate a delegate to represent their Party at the workshops.
3. Third-party observers (such as Plant Health Australia) may be invited to attend and participate in discussions (but not decision making).
4. Advisors may be invited to attend workshops to support the Signatory member, as approved by AHA.
5. AHA will facilitate the workshops and provide secretariat support.

Modus operandi

4. The EADRA Workshop will meet at least annually face to face as part of the AHA member week. Additional dial in video options will be provided where possible for attendees who are unable to attend face to face.
5. Additional meetings may also be held virtually.
5. Working groups will also meet by teleconference, face to face or out of session to progress specific issues, as required and approved by AHA.
6. The workshop will be managed and delivered with the expectation that Signatory Representatives:
 - a. have read and analysed the content of the papers,
 - b. have consulted on the issues at all appropriate levels within their organisation,
 - c. are fully prepared and authorised to present their organisations' corporate views, debate the issues and provide input into the decisions and proposed recommendations and resolutions.

7. To allow for adequate consultation within Signatory organisations, meeting papers will be circulated by AHA at least three weeks prior to the meeting.
8. Workshop priorities will include:
 - a. discussion and endorsement of EADRA papers, recommendations and/resolutions,
 - b. in-principle approval of variations to the EADRA clauses and amendments to the Schedules, and
 - c. consideration of the EADRA project work plan for the next financial year.
8. Where papers or issues raised produce significant differences of opinion or Parties do not reach consensus, the discussions on the issue(s) will be referred for further out of session review and or discussion and if required be actioned in the proposed EADRA project work plan for the next financial year.

Tasks and deliverables

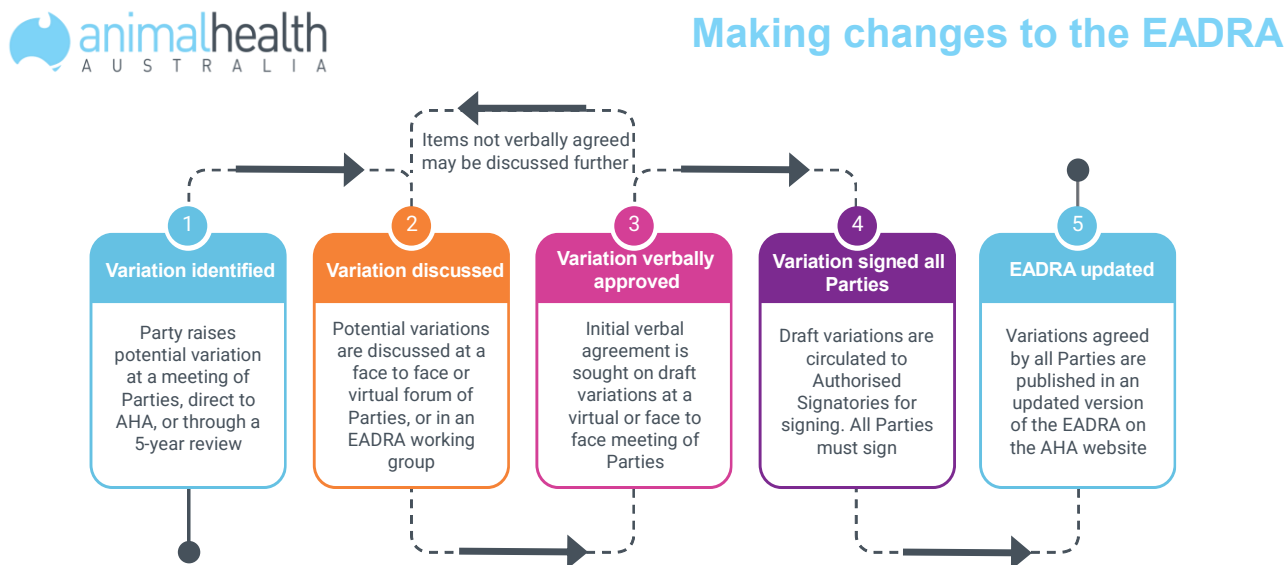
9. Specific tasks and deliverables for EADRA workshop participants may include:
 - a. Providing feedback to AHA on the current EADRA project Work Plan.
 - b. Identifying issues, gaps and potential improvements relating to the EADRA that are of concern to Signatories Members.
 - c. Recommending the formation of working groups on specific issues as required.
 - d. Recommending modifications to the Deed and the development of guidance documents.
 - e. Discussing EADRA Guidance Documents and EADRA Resource Documents.
 - f. Providing in-principle approval (or otherwise) of Variations to the Deed and Amendments to Schedules as proposed by AHA.
 - g. Briefing their organisation, at all required levels, on the outcomes of the EADRA Workshop and, in particular, the rationale for the Variations to Provisions, so as to prepare them for the formal approval process which will follow.
 - h. Providing their organisation and Signatory or Authorised Signatory with information and support to facilitate the formal approval process of Variations to Provisions of the EADRA, pursuant to **clause 17 and 18** of the Deed.

Appendix

Appendix A: *Process for making variations and amendments to the EADRA*

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Figure 1 Summarises the process for making variations and amendments to the EADRA



Clause 18 of the EADRA sets out the process for EADRA variations

Minor updates to Schedules can be made without sign-off from all Parties (see Clause 17), providing no objection is lodged in 30 days after circulation.