



Policy and Procedures on Policy Formation Approved Annual General Meeting 16 September 2003

1. Background: At the November 2002 annual meeting, members of the Coalition requested that the Coalition prepare a procedure covering its framework for developing Policy Statements. This discussion arose out of the experience of developing a statement on irradiation. The matter was discussed by the Steering Committee in early 2003 and several members offered to provide similar documents for other coalitions. The secretariat reviewed this input and has summarized the approach used in 2002 as the basis for the following.

The Coalition's current comment re policy development was first outlined to prospective members in September 2001 as follows:

“Members will be provided with information on a regular basis about the Coalition's activities and provided with regular opportunities to contribute to the development of Coalition positions and initiatives. Consideration is being given to the establishment of a website and other electronic services that will facilitate this process.”

2. Draft Policy and Procedure:

a) Policy:

In order to fulfill its Mission of facilitating *“through dialogue within the food industry and with all levels of government, the development and implementation of a national, co-ordinated approach to food safety to ensure credibility in the domestic and international marketplaces”* and to provide its members with *“a single strong voice for Industry along the food chain with the public and government on industry-wide food safety issues”*, the Canadian Supply Chain Food Safety Coalition will, from time to time, engage its members in the development of policy or position statements.

As a matter of principle, these policy or position statements will be related to “industry-wide food safety issues” and consistent with the Vision and Mission of the Coalition.

A policy statement will be issued respecting a matter originating within the Coalition. A position statement will be issued in response to matters raised by others (e.g. on a consultation document issued by a government).

The final decision on a position or statement shall be made by the Steering Committee only after consulting with the members and providing them with an opportunity to express their views.

All statements issued by the Coalition will include a note concerning member participation and indicate the timeframe during which the consultations took place

b) Procedures:

1. Initiation: The development of a policy or position statement may be initiated by a member organization by submitting a Proposal to the secretariat or by the steering committee through a motion.

2. Content: Proposals for the development of a policy or position statement shall be consistent with the Vision and Mission of the Coalition and be related to an “industry-wide food safety issue”.

3. Documentation: The documentation supporting a Proposal will set out the statement and provide a rationale for the Coalition taking making the policy statement or taking the position. Relevant background information will be provided or cited (e.g. websites provided, etc.).

4. Consultation Process:

a) Proposals submitted by a member organization will be reviewed by the steering committee prior to circulation to the membership and the member advised of the action taken. The member may be invited to present the proposal to the steering committee on a conference call.

b) Where practical, Proposals will be circulated twice by the secretariat to the contacts nominated by the member organizations with a request that the member organization provide its comments and an indication of its views (positive or negative) within a specified period. The comment period for the first cycle will be at least fifteen (15) working days. The comment period for the second cycle, normally on an amended text, will be at least five (5) working days.

c) Exceptions to the process set out in (b) will be authorized the Steering Committee only when the time available to the Coalition for the issuance of a policy or position statement does not permit the full cycle of consultations to take place. In such cases the membership will be advised of need to issue a policy or position statement and provided with an opportunity to comment prior to it being issued by the Steering Committee.

d) Policy or position statements may also be considered by the annual general meeting. Proposals must be reviewed by the steering committee (see a)) and notice of at least fifteen (15) working days must be provided to the membership.

5. Issuance: Policy or position statements issued will be issued by the Coalition in both official languages. They will be posted on its official website (when established). Member organizations may circulate and post Coalition statements.

6. Accompanying Note: All policy and position statements shall include the following note:

“This position statement has been developed through a consultation process (timeframe) involving the members of the Canadian Supply Chain Food Safety Coalition. Member organizations may have other or more detailed positions relative to the industries they represent.”