

Innovation steering groups' Terms of Reference

Purpose

The purpose of the innovation steering groups is to guide science strategic direction, implementation and adoption, undertaken for the good of the New Zealand deer industry.

Number and scope

There are 4 innovation steering groups, one for each of the following portfolios:

- **Improved Breeding decisions** (including genetic and genomic selection)
- **On-farm** (including animal health, welfare, nutrition, systems, performance monitoring, other animal management, antler growth and removal)
- **Post-farm** (including transport, processing, packaging, marketing of venison, velvet and co-products)
- **Environment** (care for land, water and air resources)

Composition

Each group is made up of the following members:

Member type	Comment
Two co-leaders	1 DINZ representative and 1 AgResearch representative
Science members	AgResearch will also provide 1 or 2 other science members, at least one of whom is expected to be a permanent member
Industry members	At least 3; between them, industry members to have expertise across the main areas of focus of the group. Temporary members can be appointed at the co-leaders' discretion.

All members will be expected to bring their own knowledge and experience to bear but make recommendations and decisions in the interests of the industry rather than their personal or business interests.

In addition, DINZ and AgResearch will ensure there is appropriate integration between the groups to encourage synergy and efficiency.

Activities

- Development and ownership of a science strategy for the portfolio
- Discussion of members' knowledge of industry challenges and opportunities
- Consideration of research ideas put forward by any co-leader or member
- Prioritisation of research needs in line with the portfolio's science strategy
- Determination of whether research proposals (learning phase and full) are in line with the portfolio's needs
- Consideration of whether Learning Phase outcomes warrant investment in full-scale research
- Input into the direction of research underway
- Advising on the appropriate implementation pathways to achieve positive impacts and outcomes from research outputs

NOTE – In relation to commissioning new work, the innovation steering groups have the power of recommendation only; formal commissioning decisions vest in the funders – DINZ and AgResearch.

Meeting format and schedule

Each group will meet approximately 3 times a year, of which 1 meeting will be in person and the rest by teleconference/videoconference. The form of input from members will be oral. Co-leaders should attempt to make progress by consensus and will give every member an opportunity to be heard. Occasionally members will be asked for input by email.

Innovation steering group members will be recipients of interim and final formal science communications (reports and/or papers) required by project contracts. However, science progress is expected to be explained in meetings in a manner that enables non-scientists to engage in debate with confidence.

Where consensus is not achieved, votes should be held by a show of hands of all those actively participating. The co-leaders' votes will count. If the votes are equal, yet the co-leaders voted the same way, the decision will be in accordance with the co-leaders' vote. If the co-leaders voted differently, the co-leaders will meet later to resolve the matter and may include others in their discussion.

Confidentiality

Members should not disclose beyond the group any information obtained by virtue of their participation unless otherwise agreed with the co-leaders.

Recompense

Persons not employed by DINZ or AgResearch are entitled to an honorarium from DINZ to recognise the contribution of their time and expertise towards industry-good activities. Reasonable expenses of those persons e.g. travel costs will also be reimbursed in accordance with DINZ policies and procedures.

Term

Membership is at the invitation of DINZ and AgResearch. Appointments periods will be for 2 years and members may be reappointed. A member may be removed if the selection criteria are no longer met or if that person's conduct is contrary to these terms of reference.