Data Assessor Application
ACVM 29 (July 2021)

* Send the completed application form electronically together with the fee and consent to disclosure form to MPI at the address above.
* If there are any changes to the details provided in this application after the application has been submitted, you must promptly inform MPI of the changes in writing.
* Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

**Processing time is up to 40 working days from the time we determine that your application is complete.**

**New Applicant [ ]  Renewal [ ]  Additional Activity Endorsement [ ]**

**Part A: General Information**

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| Full Legal Name of Person Applying to be a Data Assessor |
| **Applicant**  |  |
| **Name of organisation (if appropriate)** |  |
| **New Zealand Business Number (if an organisation)**For more information, see [www.nzbn.govt.nz](http://www.nzbn.govt.nz) |  |

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| 2 Applicant’s Business Address and Contact Details |
| **Street/Physical** (location of actual premises) | **Postal, including post code** (for communication) |
|  |  |
| **Tel** |  | **Mobile** |  |
| **Email**By entering an email address you consent to being sent information and notifications electronically, if required. |  |

**Part B: Comprehension of the ACVM Act and General Requirements**

**Answer the following questions. Depending on the nature of the evidence supplied, an ACVM adviser may elect to discuss this information with you. The length of the boxes below is not intended to give guidance on the length of each answer. Expand boxes as required to include the appropriate information, or attach extra pages. If extra pages are required, attach as appendices and reference in section 13.**

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| 1. Which of the following areas do you wish to assess?
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| [ ]  Agricultural Chemicals[ ]  Veterinary Medicines[ ]  Vertebrate Toxic Agents |

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| 1. What is the purpose of the Agricultural Compounds and Veterinary Medicines (ACVM) Act 1997?
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| 1. What is your understanding of the purpose of data assessment reports?
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| 1. How do your skills, qualifications and experiences meet the general competencies and skills required for a data assessor in your proposed activity area? (Refer to ‘General Competencies’ in the listed data assessor guidance document.)
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| 1. What measures do you take to ensure that you are up-to-date with ACVM requirements?
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| 1. Explain why there would be a conflict of interest if an individual was both registration consultant and data assessor for an application.
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| 1. What do you know about the principles of statistics and experimental design?
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**Part C: Activity Endorsement**

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| 1. Indicate the activities for which you seek approval
 | Currently approved | Proposed |
| [ ]  Agricultural Chemicals | [ ]  Chemistry and Manufacturing |  |  |
| [ ]  Residues  |  |  |
| [ ]  Efficacy and Plant Safety List areas of expertise (e.g. crops, pests or diseases, product category) here: |  |  |
| [ ]  Overall Data Assessment  |  |  |
| [ ]  Veterinary Medicines | [ ]  Chemistry and Manufacturing |  |  |
| [ ]  Residues  |  |  |
| [ ]  Target Animal SafetyList areas of expertise (e.g. production animals, companion animals) here: |  |  |
| [ ]  Efficacy List areas of expertise (e.g. production animals, companion animals) here: |  |  |
| [ ]  Overall Data Assessment  |  |  |
| [ ]  Vertebrate Toxic Agents | [ ]  Chemistry and Manufacturing |  |  |
| [ ]  Residues  |  |  |
| [ ]  Animal Welfare |  |  |
| [ ]  Efficacy |  |  |
| [ ]  Bioequivalence  |  |  |
| [ ]  Overall Data Assessment  |  |  |

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| 1. Referees

Supply the names and contact details of two referees for the provision of information relating to job performance, work record and technical ability relevant to the area described.If more than one activity endorsement is sought at the same time, only two referees need to be supplied, provided their knowledge of you is sufficient to cover all of the activity endorsements requested. |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Occupation** |  |  |
| **Relationship to applicant** |  |  |
| **Contact e-mail** |  |  |
| **Contact address** |  |  |
| **Contact phone number** |  |  |

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| 1. DocumentationSupply a curriculum vitae, evidence of training, experience and other qualifications relevant to the activity endorsement(s) being sought. List all attached documents as appendices.
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| **Appendix Number** | **Document** | **Related Question** |
| ***Example:****Appendix 1* | ***Example:****Curriculum Vitae* | ***Example:****Question 13* |
| *Appendix 2* | *Auditing Experience* | *Question 9* |
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**Part D: Applicant Statement**

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| 1. Applicant Statement
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| I confirm that:1. I am authorised to make this application as the Applicant noted in section 1; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. I am of good character and reputation; and
4. There is no other information I am aware of that affects my ability to maintain an appropriate degree of impartiality and independence in carrying out the functions and activities for which I have applied; and
5. The answers submitted to the Ministry for Primary Industries in response to this application have been prepared by me and are my own work; and
6. If renewing or applying for an additional activity endorsement, I confirm that only the changes identified in this application have been modified. All other aspects previously applied for remain the same.
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| **Name** |  | **Job Title** |  |
| **Signature** |  | **Date** |  |

**Part E: Payment and Checklist**

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| 1. MPI Service Charge
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| ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**INITIAL APPLICATION FEE:** 2 hours based on current hourly rate. See website. **RENEWAL APPLICATION FEE**: 1 hour based on current hourly rate. See website.**PAYMENT OPTIONS:**Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it separately to: **approvals@mpi.govt.nz****MPI does not accept cash**. Payment must be made using **credit/debit card or direct credit**. (Please fill in the appropriate section.) |
| **APPROVED CREDITOR** [ ] (Advise customer number) |
| **CREDIT/DEBIT CARD (preferred option:** [ ] Go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions. [ ]  I have attached my credit card payment receipt |
| **DIRECT CREDIT:** [ ] 1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the ‘Reference’ details, put the code: **DATAAS**
3. Enter the date of deposit and the payer name on this form below:

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| **Date of Deposit** |  | **Payer Name** |  |

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| 1. Final Checklist
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| Have you:**[ ]**  read and understood this form?**[ ]**  filled this form in completely?**[ ]**  provided required documentation (section12)? **[ ]**  read and signed the Applicant Statement (section 13)?**[ ]**  indicated how the fee will be paid for this application? |

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| MPI use only |
| **Amount paid** |  | **Date** |  | **Initials** |  |

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| Collection of Information  |
| **Collection of Personal Information**Pursuant to Principle 3 of the Privacy Act 2020, we advise that:* This information is being collected for the purpose of assessing an application to be a data assessor; and
* The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
* Some of the information being collected will be displayed on a public list; and
* The provision of this information is necessary in order to process this application; and
* The supply of this information is voluntary; and
* Failure to provide the requested information is likely to result in a rejection of the application; and
* Under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information which you have provided.

**Collection of Official Information**All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982. If a request is made under that Act for information you have provided in this declaration, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation. |