REQUIREMENTS AND GUIDANCE TEMPLATES PROJECT
(consultation period extended until 20 May 2013)
Stakeholder Consultation - May 2013

Ministry for Primary Industries
Manatū Ahu Matua

What is the project about?

The requirements and guidance templates project is part of the MPI's Standards Integration Programme. The background to this programme can be viewed at http://www.biosecurity.govt.nz/files/regs/stds/sip-story.pdf

MPI believes there is scope to improve stakeholder's understanding of and access to requirements and guidance documents by developing standardised templates. MPI proposes to use standardised templates for issuing requirements (and related guidance) under the Animal Products Act, the Biosecurity Act, the ACVM Act, The Food Act (Bill), the Wine Act and when issuing plant export and organic product requirements.

The purpose of the requirements and guidance templates project is:
- To be clear about what are requirements and what is guidance; and
- To present requirements and guidance in a consistent manner and written in a style that is easy for stakeholders to understand.

In this project an agreed set of approved requirements and guidance templates are being developed. These will provide:
- A common "look and feel" for requirements and guidance issued by MPI;
- A standardized introductory section, written in plain English which provides context and also helps readers to quickly determine if documents are relevant to them; and
- Standardized meta-data for each template (the first step in helping to make documents easier to find in an electronic world).

Progress to date

Requirements
MPI has developed a standardised master requirements template. This master template has a standardised look and feel and introductory section. After the introductory section, the remaining sections and structure vary depending on the type of instrument and information to be conveyed.

The MPI template working group has populated some examples of the proposed new requirements format. Examples are attached to this email.

Guidance
Requirements issued by MPI are often accompanied by guidance on practices and procedures that MPI has found to be an acceptable way to comply with requirements. Where there is a small amount, guidance is often included in a single document with the requirements. Where there is a lot of guidance, a separate guidance document is provided.

Those sectors that have requirements and guidance in the same document can expect the documents to still contain both, and it will be made clear which is which.

A standardised guidance template is being created for those sectors where requirements and guidance are in separate documents. This template (which is still being developed) will be circulated at a later date to those stakeholders that it relates to.

What do we need from you?

We are seeking your comments on the new requirements template. As there is such a large number of stakeholders involved, instead of creating an example specific to each of you, we are providing a range of examples that show the general direction and flavour of where we are headed. Even if these examples do not specifically cover the area that you work in, we still would like you to comment on the new look and feel, the contents of the introductory section, whether the examples are easy to understand and whether they are an improvement over the existing style.

Please note that the requirements themselves are not changing under this template project. Therefore we do not wish to receive comments on the substantive content of the requirements section of these documents. That is why only the first couple of pages of the requirements section are included in the examples.

Here are links to five examples that we are consulting on. Please click on each link to see each individual document:

- Animal Products Notice http://www.foodsafety.govt.nz/elibrary/industry/requirements-guidance-templates-project/specifications-for-dairy-processing-notice.pdf
- Plant Export Requirements http://www.foodsafety.govt.nz/elibrary/industry/requirements-guidance-templates-project/plant-export-requirements-oap.pdf
- Import Health Standard 1 http://www.foodsafety.govt.nz/elibrary/industry/requirements-guidance-templates-project/ihs-poultry-hatching-egg.pdf
- Import Health Standard 2 http://www.foodsafety.govt.nz/elibrary/industry/requirements-guidance-templates-project/ihs-sea-containers.pdf
- An ACVM Standard http://www.foodsafety.govt.nz/elibrary/industry/requirements-guidance-templates-project/acvm-standard-efficacy-vet-vaccines.pdf

Each example includes a cover page, contents page, introductory section and then just the first couple of pages into the requirements.

Feel free to pass this email on to your colleagues and other contacts that you think need to know about this project. A summary of submissions received and feedback about the submissions from the SIP Project Board will be released in May. It is expected that the new requirements template will be available for use for some sectors from July 2013.

Please send your comments by 3 May 2013 to SIP@mpi.govt.nz
If you have further queries please contact Anna Southon (Project Manager) anna.southon@mpi.govt.nz