

Myrtle Rust Governance Meeting Minutes

Date	25 January 2019
Time	1:30 - 4:30pm
Venue	Charles Fergusson Tower – Meeting Room 1.03
Members in attendance	John Walsh (Chair, MPI), Kim Morgan (DOC), Phil Brown (Auckland Council), Melanie Mark Shadbolt (Te Tira Whakamātaki, (TTW), Haami Piripi (Iwi Chairs member)
Observers	Fleur Matthews (BNZ), Paula Loader (BNZ), Fiona Thomson (DOC), Naomi Parker (MPI), Zoe Ogilvie (BNZ)
Apologies	Mike Slater (DOC), Joris De Bres (Project Crimson Trust), Matthew Dolan (NZPPI).

Summary of Actions	Section	Responsible	Date of action	Status
1 Update the next dashboard report with a science programme summary, a graph of the infected sites data and a summary of the seed collection and protocols.	3	MPI & DOC	25/01/19	
2 Provide a timeline for developing the Science Plan out of session and on the dashboard report.	4	Naomi Parker	25/01/19	
3 Programme team to include KPIs and more specific high level programme descriptors for the Strategy and develop a strategy launch plan.	5	BNZ & DOC	25/01/19	
4 MPI to circulate the launch plan and Final Strategy for out of session endorsement by end of February 2019.	5	MPI	25/01/19	
5 Provide formal thanks to the Working Group.	5	MPI & DOC	25/01/19	
6 MPI to seek feedback from training module users, investigate adding additional questions to the registration form, and incorporate into the next dashboard.	6	MPI (Zoe)	25/01/19	✓ Learning and development have indicated that they can identify location via sign ups.
7 Cancel the February 2019 meeting	7	Kendal	25/01/19	✓ Meeting has been cancelled. The next meeting has been set for 29 March 2019.

Items under discussion

1 Welcome, introductions & apologies

Apologies from Mike Slater (DOC), Joris De Bres (Project Crimson Trust) and Matt Dolan (NZPPI). Kim Morgan (DOC) is attending in Mike Slater's place.

MPI welcomed Fleur Matthews the new manager of the Long-term Programmes team. Note that a Myrtle Rust Programme Lead for MPI will be appointed.

2 Previous minutes, matters arising and actions (attachment 1)

The minutes were recorded as an accurate record of the previous meeting and were published on the MPI website.

- Previous action item 1 – Melanie has had a follow up conversation with the UK nursery accreditation scheme team and noted that some of their information is confidential so cannot be shared. It was agreed that Melanie will provide Paula with information she can share.
- Previous action item 2 is closed.
- Previous action item 3 is closed. Note there is still more work to be done in the team's collaboration due to both teams having a high workload. Time has been set aside in February to go over the Science Plan.
- Previous action item 4 – All organisations to identify ways to improve information sharing with one another. The group agreed that this action is ongoing for the duration of the Governance Group.
- Previous action item 5 – Haami noted that he will be meeting with the Iwi Chairs Forum the following week and will explore opportunities for the forum to help with future myrtle rust hui.

3 Joint dashboard report (attachment 2)

MPI and DOC spoke to the dashboard noting the addition of two new risks and recent updates re. the research programme. The Director General has approved variations to the three main research contracts. While some milestones are delayed, the variations will not change the final delivery date for the overall research programme (June 2019).

DOC noted that the permits for researchers to collect myrtle rust samples from DOC estate is delayed. DOC will be meeting the research lead to discuss how to streamline and future proof the permit application process.

The Governance Group noted that:

- dashboard summaries of the science programme progress are useful and a science programme summary should be included in the dashboard for each meeting
- now that myrtle rust surveillance has ceased, a graph of the publically notified infected sites data may provide a better view of what is happening with the spread of the disease
- they would like to have a seed collection and protocols summary.

Action: MPI and DOC to update the next dashboard report with a science programme summary, a graph of the infected sites data and a summary of the seed collection and protocols.

4 Strategic Science Advisory Group (SSAG) (verbal update)

Note that the Science Policy team is recruiting to fill a Strategic Communications Science role covering Kauri dieback, myrtle rust and Mycoplasma bovis.

Myrtle rust symposium (13-14 December 2018)

Approximately 70 people attended the symposium where participants shared learnings from the current science programme and helped to identify future research needs. Three representatives from Australia shared insights from their experience in particular and expressed that what New Zealand is trying to do with managing the impacts of the disease is encouraging.

Overall the symposium was well-engaged by participants and the science team collected some useful material for the development of the Myrtle Rust Science Plan. Note that this information has been shared with the Biological Heritage National Science Challenge so they can use this information in the development of the Strategic Science Investment Fund (SSIF) Platform Plan.

Governance members who attended the symposium expressed that the workshop was useful and there was more momentum at the myrtle rust symposium than the kauri dieback symposium.

The science team aims to deliver a Myrtle Rust Science in April 2019. This involves the drafting of the plan, as well as consulting with workshop attendees, the SSAG, the Governance Group and Ministers.

It was suggested that the Strategy will be a helpful for framing the objectives and the actions in the Science Plan. It was also suggested that in the absence of a SSAG Science Plan the Strategy could be useful as a guiding document for development for the BioHeritage National Science Challenge Plan.

Action: Science team to provide the timeline for developing the Science Plan out of session and on the dashboard report.

5 Final long-term strategy endorsement (attachment 3 & 4)

5.1 Strategy

MPI and DOC provided an overview of the process for developing the Strategy and outlined the main changes since the final draft (version 1.4) was presented to the Governance Group in November 2018.

Governance extended congratulations to the programme team and the Working Group for the development of the Strategy. Governance agreed further thought needs to be given to when and how we launch the Strategy, and noted that the Science Plan and a supporting Engagement/Communications Plan will need to be launched with the Strategy.

Concern was expressed about the lack of lead agencies explicitly assigned to the activities in the Strategy. It was clarified that the Working Group decided to not assign activities to particular organisations in the Strategy as this was best included in the Action Plan, which is still in draft.

Governance requested that Key Performance Indicators (KPIs) be included in the Strategy to track the success of its implementation. Governance tasked the programme team with developing a Strategy launch plan and to have a workshop to develop high level KPIs for the Strategy. Governance agreed that a Strategy on a page would be useful.

5.2 Action Plan

The Action Plan will be further developed over the next few months. With the completion of the strategy, it is time to review the role of the working group. The next meeting is scheduled for early March.

Action: Programme team to include KPIs and more specific high level programme descriptors for the Strategy and develop a Strategy Launch Plan.

Action: MPI to circulate the Launch Plan and Final Strategy for an out of session endorsement by the end of February 2019.

Action: Provide formal thanks to the Working Group.

6 Training demo

Governance received a presentation on the training modules and indicated the training will be beneficial for members of the community. Governance noted that there would be benefit in expanding the modules to cater for the various groups in the community. The programme team indicated that the next steps are to develop the training videos in Te Reo and to have different presenters in the videos.

The promotion of the training modules will be incorporated into the launch of the myrtle rust website. Note that the training videos have also been published on the MPI YouTube channel.

Governance expressed interest in having feedback from members of the public who have already signed up to the training and to include this data in the dashboard report. Governance also advised that adding additional information on regional location/ethnicity in the sign up questions to register for the courses may help understand users and their preferences in training.

Action: MPI to seek feedback from training module users, investigate adding additional questions to the registration form, and incorporate into the next dashboard.

7 Next meeting

It was agreed that the meeting scheduled for 22 February 2019 will be cancelled and the next meeting will be on Friday 29 March 2019.

Meeting closed at 3:00PM.

Minutes taken by: Kendal Ratcliffe