

National Beekeepers Association Inc

**Association Strategic Plan
2001 to 2004**

19 November 2001

Introduction

1.1 This Document

This document is the National Beekeepers Association (NBA) Strategic Plan for the next three years. It covers:

- The vision of the NBA
- The three year goals of the association
- The mission statement for the next year
- The specific objectives for the next year
- The plans for next year including financials, organisation, roles and responsibilities

1.2 Process Used

The process used to obtain this strategic plan was:

Step	Activity
1	Look at the current issues facing the NBA and what current plans are in place or used before. Draw up an action list for Executive members to bring forward areas of particular interest and debate for a planning session.
2	Bring together the executive and key committee chairpersons to review any current plans, form a vision and goals for the next three years. This must cover all of the issues that need to be addressed by NBA.
3	Draw out the specific objectives for the next year with an estimate of what resources will be required to complete these plans.
4	Develop specific action plans, identify people to run them and develop a budgetary estimate. Repeat steps 3 and 4 until budget, resources and the amount of work reach equilibrium.
5	Assign specific areas of responsibility to each member.
6	Participants further develop this document.
7	Present to the NBA members via the Beekeeper magazine and to branches in November for comment. Receive and evaluate feedback from members.
8	Finalise document and publish document.

2. Inputs

Remits 2001 AGM:

<u>Remit:</u>	<u>Executive/Committee Allocation</u>	<u>Description</u>
Remit 1	Jane Lorimer	Maintenance of Movement Control Line
Remit 2	VRAC/Jane Lorimer	Varroa tolerant bee stock
Motion regarding rule changes referred to Conference of Branch Delegates	Governance Committee/Richard Hatfield	Rule changes
Remit 5	Gerard Martin	EFB Options
Remit 8	Don Bell	Compliance with Statutory Declarations
Remit 10	Executive to note	Executive policy making & adoption
Remit 12	Research & Development Committee/Philip Cropp	Long life nectar producing clover
Remit 18	Environment Committee/Jane Lorimer	Opposition to the use of Gaucho
Remit 19	Marketing Committee/Philip Cropp	Marketing Committee accountability
Remit 20	Communications & Support Committees/Fiona O'Brien & Lin McKenzie	Rural industry representation
Remit 21	Exports, Imports & Exotics Committees/Philip Cropp & Gerard Martin	Border control – shipping container inspection
Remit 23	Environment Committee/Jane Lorimer	Genetic engineering
Remit 24	Varroa Management Group/Jane Lorimer	Movement Control line
Remit 25	Executive	Hosting of Conference

3. Strategic Plan

3.1 Portfolios

The Portfolios for the next 12 months are:

	Portfolio	Executive Member	Description
1	AFB PMS	Don Bell	Management of and future direction of the AFB PMS.
2	Communications	Fiona O'Brien	All aspects of communications both internal and external. This includes the magazine, web site and other means.
3	Compliance	Don Bell	Compliance of beekeepers and the NBA to legislative requirements. Simplification of processes, education and enforcement.
4	Environment	Jane Lorimer	Environmental management, GE/GM, OSH, Bee product safety and other beekeeper impacting legislation
5	Exotics	Gerard Martin	Exotic pest management, boarder control, risk management and government liaison.
6	Export/Import	Philip Cropp	Exportation of bee products, legislative requirements, improving exporting potential
7	Finance	Gerard Martin	Financial management of the NBA
8	Governance	Executive / Richard Hatfield	Structure and form of the NBA and its organisational units. Roles and responsibilities
9	Marketing	Philip Cropp	Marketing of all bee products. Research and Development of products saleable by beekeepers.
10	Support	Lin McKenzie	Development and management of support programmes for beekeepers
11	Varroa	Jane Lorimer	Management of the NBA response to varroa

4. NBA Strategic Plan (2001 to 2004)

4.1 Vision Statement

The vision of the NBA is:

“To be a financially and managerially stable organisation that supports, represents and promotes the interests of the whole beekeeping community to their greater benefit whilst fulfilling all statutory and managerial obligations.”

4.2 Goals

The Goals for the next three years of the NBA are:

1. Financial – Meets all financial responsibilities by generating income from compulsory levies and commercial operations that are greater than expenses.
2. Financial – To ensure that by the end of 2003 then NBA has reserves amounting to $\frac{1}{3}$ of turnover.
3. Managerial Stability – To develop a structure which the NBA vision and the achieving of goals through innovation, communication and the elimination of discrimination and conflict.
4. Management – To have an effective structure that services the whole beekeeping community's needs and ensures that all obligations are met.
5. Governance – To identify and develop a governance regime that enhances the long-term effectiveness and is responsive to the environment that the NBA exists in.
6. Statutory – To ensure that the NBA can effectively meet all its statutory obligations.
7. Support – Support members as they respond to challenges (imposed/brought about/introduced) by disease, environmental, economic, legislative and social events.
8. Representation – the whole beekeeping community on legislative and disease matters to government (local and national)
9. Representation – To assist beekeepers contact with allied industry liaison
10. Promotion – To promote the NBA and beekeeping through research, development and marketing to the benefit of the membership
11. Communication – Open forum. To provide opportunity common to the whole beekeeping community for the promotion of social relationships and informed debate.
12. Exotic Incursions – Industry with Government input implements appropriate risk management programmes to protect the interests of the whole beekeeping community in regard to threats from exotic incursions.
13. Pests & Diseases - Develop long term options and associated funding for the management of Varroa and American Foul Brood
14. Export issues – Develop and implement strategies for the improvement of access and increase the differentials of New Zealand honey to export markets.
15. Physical Environment – Develop and implement a strategy to enhance and highlight the NBA's role as advocate for the whole beekeeping community in issues regarding the physical environment.
16. Legislative/Regulatory Environment - Develop and implement a strategy that reinforces the NBA's role as the industry advocate in all legislative matters that affect the whole beekeeping community.

4.3 2001/03 Objective Review & 2001/04 Objectives

2000/2003 Objectives Review (in italics)

Ref.	Area	Objective is to	Date
14.2	AFB PMS	Review and develop a plan for the longer term PMS direction. <i>Interim Operational Plan by 30/11/01. Completion by 31/03/02. Two versions for the draft 2002 Budget, 1 status quo & 1 with a PMS Manager</i>	
14.1	AFB PMS	Establish and maintain contracts for AFB PMS for the next year so that it operates within legislative requirements. <i>Contracts signed and in place for the 2001/02 year. The PMS contract with AgriQuality expires 30/06/02 so report to Conference will be final. Ongoing review of PMS has happened with a joint PMS/Exec Committees meeting. Proposal for a PMS manager being developed.</i>	
3.1	Communications	To make available to beekeepers all information that is not privileged by electronic means. <i>Policy in place. Website redevelopment underway. Email communication with branches (where possible) established.</i>	10/2000
3.2	Communications	Develop and institute an information access policy for the NBA that is generally conformant with government. <i>Information access policy in place.</i>	10/2000
3.3	Communications	Establish quarterly reporting for all organisational units within the NBA so that performance and issues are communicated to the membership. <i>Ongoing. Still some work required for completion.</i>	10/2000
10.1	Communications	An updated NBA Profile Document to be completed. <i>Ongoing. Currently undergoing editing.</i>	03/00
10.6	Communications	Develop and implement a PR plan that includes press releases on beekeeper related topics, regular articles in appropriate journals, road shows/displays and create news worthy items for the NBA at a national and local level. <i>Ongoing.</i>	10/2000
11.1	Communications	Put in place an electronic medium - with limited control that is policed in the interests of beekeeping- that provides information and is a forum for active debate on topics. <i>Ongoing. Part of Website redevelopment.</i>	10/2000
11.2	Communications	Promote branches as forums for member participation by defining the role more clearly. <i>Ongoing. Part of web page and rule redevelopment.</i>	11/2000
11.3	Communications	Review the purpose/role and delivery of the NBA journal. <i>Delivery has been reviewed. New publisher (CK Print) and advertising (arranged by publisher) pays for the magazine. Journal role still needs to be defined and refined.</i>	9/2000

Ref.	Area	Objective is to	Date
8.1	Communications	Develop a communications/lobbying plan and commence implementation. <i>Plan needs to be completed & implemented.</i>	10/2000
1.1	Compliance	To collect all outstanding Levies and penalties due to the NBA regardless of the year they were incurred. <i>Good progress made. Ongoing project for every year.</i>	6/2001
1.4	Compliance	That the beekeepers that have registered apiaries after the announcement of the Varroa will be investigated to determine if there has been a breach of the Biosecurity act and the about of back levy that may be due to the NBA. The first 20 by 30/10/2000 and then at a rate of 50 per quarter. <i>Engaged Philips Fox Lawyers to undertake prosecutions on behalf of NBA. Work with MAF Enforcement Unit.</i>	
1.5	Compliance	Develop and implement a plan to deal with beekeeper non-compliance regarding apiary registration and payment so that the detected level of non-registration is reduced below 5%. <i>Compliance Committee has been working on and reported at Conference 2001. The Committee is developing a new levy collection process.</i>	Dev 9/2000
6.1	Compliance	Work with relevant statutory authorities to ensure that non-complaint beekeepers are reduced from the estimated 40% to 15%. <i>Ongoing work in this area.</i>	7/2001
6.2	Compliance	Identify, develop and implement an easy to use, beekeeper friendly compliance process, education programme, forms and methods reduce non-compliance. <i>Ongoing. Detailed work needs to be completed by the Compliance/Review Committee to develop a one form for all.</i>	12/2000
6.3	Compliance	Bring the apiary register in house and make it more useful to the NBA and beekeepers by establishing electronic direct update, integrity management and quality management in the content. <i>Process has begun. Meeting of NBA & MAF has been held to work out respective needs of a database.</i>	7/2001
6.4	Compliance	Implement a programme to ensure that export certification can be undertaken without compromising the AFB PMS. <i>The relevant committees are considering the issue. Apparent that education is required. There is a problem of size and distinction recognised i.e. no distinction between 1 AFB case in 1000 hives or 1 case in 1 hive.</i>	
6.5	Compliance	Resolve the inequity in the levy collection base with a recommendation to the next AGM that will eventuate in legislative change. <i>Compliance Committee is working on.</i>	
15.1	Environment	Set up an environment committee to address bee product safety (health, residues), OSH, GE & GM and chemicals (pesticides, hive chemicals). <i>Environment Committee is set up and has dealt with issues as they arise.</i>	

Ref.	Area	Objective is to	Date
13.1	Exotics	Lobby government to improve the incursion prevention for beekeeping. <i>Ongoing. Terry Gavin & Peter Berry are working with MAF to develop a plan for exotic testing and surveillance. AgriQuality to be the contractor.</i>	
13.2	Exotics	Develop a response plan as part of the crisis management plan for incursions. <i>As above.</i>	
13.3	Exotics	Develop an approach for exotic surveillance and incursion prevention. <i>As above.</i>	
14.2	Export	Investigate an appropriate levy collection method for export certification. <i>EU testing is now under MAF Food. Meeting held in Dec 2000 between exporters, MAF & NBA. NBA withdrew support for underwriting in Feb 2001.</i>	6/2001
13.3	Export	Establish an export committee that will address all export related issues that the industry faces. <i>Committee set up.</i>	
1.2	Finance	Develop a sound fiscal policy to ensure that the NBA is protected from significant financial constraints. <i>Set up as per Executives policies.</i>	12/2000
1.3	Finance	Investigate the commercial opportunities and report to members. <i>Decided that this is not for Finance Committee. Reallocated to Marketing.</i>	4/2001
5.1	Governance	Establish the governance framework that will ensure the roles and responsibilities of all of the organisational units are well defined and inter-operate constructively. <i>Committee established. Current rules the Executive has been established as the governance body. The committee structure to manage the NBA has been established. A "shake" down period is underway.</i>	9/2000
4.1	Governance	Identify and develop the management structure required to operate the NBA for the next year by the end of this workshop. <i>Rule review as per motion at 2001 AGM to be worked on to develop a "new" more representative NBA by AGM 2002..</i>	
3.4	Governance	Assign specific governance responsibilities to executive members by Aug 2000 and approved. <i>Achieved</i>	9/2000
3.5	Governance	Develop a succession plan for all organisational units so that the unavailability does not affect the overall organisations performance. <i>To be completed.</i>	12/2000
7.2	Governance	Set up a crisis management plan for the NBA. <i>To be completed</i>	12/2000

Ref.	Area	Objective is to	Date
5.2	Governance	Investigate and report to the membership the long-term relationship the NBA maintains with Federated Farmers. <i>Relationship ongoing. A comfortable contract for administration in place with policy advice being bought on an as needed basis.</i>	6/2001
10.3	Marketing	Investigate electronic trading of bee products for the benefit of NZ beekeeping. <i>Did not progress as no demand.</i>	3/2001
10.4	Marketing	Assess and review current honey research of products and develop a plan for the NBA's future research needs. <i>The Committee picked out a project from Dr Molan's work that seemed to have a likely hood of success. This was split into: Honey Quality Mark which is set for launch by 31/10/01 and Project Cinderella which will launch the health properties in NZ bush honeys'. A new trade mark and licensing agreement will be established.</i>	10/2000
10.5	Marketing	Redefine marketing committee focus so that marketing development adds to overall beekeeper profitability. <i>Projects in 10.4 are working towards this and a name change for the committee to better reflect the focus is being considered.</i>	W/S
10.2	Support	Research and develop a beekeeper business management mentoring package including exporting and education of beekeepers. <i>Successful application made to the Sustainable Farming Fund – "Expanding Options for Beekeepers". Awaiting honey Trust decision for support.</i>	7/2001
7.1	Support	Develop a NBA resource directory for assisting members in finding the correct agency/organisation for assistance incorporating the NBA library. <i>Yet to progress. Need to establish/finalise a support committee.</i>	9/2000
8.2	Varroa	Develop a communications/lobbying plan and commence implementation for varroa. <i>Occurred by default with the establishment of the Varroa Oversight & Advisory Committee (VOAC) which has been doing this. Lobbying plan to be progressed.</i>	8/2000
12.1	Varroa	Protect the Associations interests in regard to the two-year varroa control plan. <i>Two members of Executive and Chair of VOAC on the Varroa Management Group.</i>	
12.2	Varroa	Gain funding for the development of the phase 3 plan so that we can have a draft plan to beekeepers. <i>Awaiting work of Varroa Planning Group (VPG).</i>	10/2000
12.3	Varroa	Develop long-term options and Association funding for the control of AFB and the management of Varroa. <i>VOAC has developed a draft long-term plan which has been submitted to the Varroa Co-ordinator at MAF for consideration by the VPG.</i>	2/2001

Ref.	Area	Objective is to	Date
12.4	Varroa	Establish a varroa phase one and two committee to minimise the impact of varroa on the NZ beekeeping industry. <i>VOAC has developed and worked on several initiatives during the year.</i>	

New issues identified:

- Future administration and management of the PMS.
- Trade Mark registration and companies to administer.
- Future of the VOAC.
- Organisation of the Environment Portfolio.
- Refocus of communications and library.
- Refocus on importance of exotics work. Exotics Committee needs to be given its head so that it can be proactive.
- Refocus Marketing into Research & Development.
- Get a proper research committee going that co-ordinates all areas of the NBA's work to ensure that there is no cross boundary work and to enable research funding streams.

The 2001/04 objectives are:

Ref.	Area	Objective is to	Date
1.1	AFB PMS	Work is to start on updating the Operational Plan with an interim plan presented to the Executive.	11/2001
1.2	AFB PMS	Updated Operational Plan completed.	03/2002
1.3	AFB PMS	Complete ongoing review of management of the AFB PMS	07/2002
1.4	AFB PMS	Establish and maintain contracts for AFB PMS for the next year so that it operates within legislative requirements.	06/2002
2.1	Communications	To make available to beekeepers all information that is not privileged by electronic means	ongoing
2.2	Communications	Establish quarterly reporting for all organisational units within the NBA so that performance and issues are communicated to the membership	3/2002
2.3	Communications	An updated NBA Profile Document to be completed	03/2002
2.4	Communications	An Economic value of beekeeping to NZ paper produced	03/2004

Ref.	Area	Objective is to	Date
2.5	Communications	Develop and implement a PR / lobbying plan that includes press releases on beekeeper related topics, regular articles in appropriate journals, road shows/displays and create news worthy items for the NBA at a national and local level	03/2002
2.6	Communications	Put in place an electronic medium - with limited control that is policed in the interests of beekeeping- that provides information and is a forum for active debate on topics	03/2002
2.7	Communications	Promote branches as forums for member participation by defining the role more clearly	06/2002
2.8	Communications	Review the purpose/role and delivery of the NBA journal	06/2002
3.1	Compliance	To collect all outstanding Levies and penalties due to the NBA regardless of the year they were incurred	Continual
3.2	Compliance	That the beekeepers that have registered apiaries after the announcement of the Varroa will be investigated to determine if there has been a breach of the Biosecurity act and the about of back levy that may be due to the NBA. The first 20 by 30/10/2000 and then at a rate of 50 per quarter	Ongoing
3.3	Compliance	Develop and implement a plan to deal with beekeeper non-compliance regarding apiary registration and payment so that the detected level of non registration is reduced below 5%. Plan to identify unregistered sites aim.	12/2002
3.4	Compliance	Identify, develop and implement an easy to use, beekeeper friendly compliance process, education programme, forms and methods reduce non-compliance	Ongoing.
3.5	Compliance	Make the apiary register it more useful to the NBA and beekeepers by establishing electronic direct update, integrity management and quality management in the content. Discussions with MAF are ongoing.	06/2002
3.6	Compliance	Resolve the inequity in the levy collection base with a recommendation to the next AGM that will eventuate in legislative change.	Ongoing
4.1	Environment	Environment committee to recommend a policy to address bee product safety (health, residues), OSH, GE & GM and chemicals (pesticides, hive chemicals).	11/2001
4.2	Environment	To form adhoc committees as needed to allow for submissions to be made on proposed legislative/regulatory changes that impact on the whole beekeeping community.	Ongoing
5.1	Exotics	Lobby government to improve the incursion prevention for beekeeping	Ongoing.

Ref.	Area	Objective is to	Date
5.2	Exotics	Develop an approach for exotic surveillance and incursion prevention with a response plan as part of the crisis management plan for incursions	06/2002
6.1	Export	Recommend improvements to ensure that export certification can be undertaken without compromising the AFB PMS	06/2002
7.1	Finance	Develop a sound fiscal policy to ensure that the NBA is protected from significant financial constraints	Ongoing.
8.1	Governance	Establish the governance frame work that will ensure the roles and responsibilities of all of the organisational units are well defined and inter-operate constructively	ongoing
8.2	Governance	Identify and develop the management structure required to operate the NBA for the next year by the end of this workshop	03/2002
8.3	Governance	Assign specific governance responsibilities to executive members by Aug 2001 and approved	By Aug. each year
8.4	Governance	Develop a succession plan for all organisational units so that the unavailability does not affect the overall organisations performance	12/2001
8.5	Governance	Set up a crisis management plan for the NBA	12/2000
8.6	Governance	Investigate and report to the membership the long-term relationship the NBA maintains with Federated Farmers. Report to membership.	12/2001
9.1	Marketing/ R & D	Investigate electronic trading of bee products for the benefit of NZ beekeeping.	3/2002
9.2	Marketing/ R & D	Assess and review current honey research of products and develop a plan for the NBA's future research needs	06/2002
9.3	Marketing/ R & D	Progress trade marking and administrative structures to support the trade marks.	06/2002
9.4	Marketing/ R & D	To set up a committee to develop a structured Research and Development Programme	01/2002
9.5	Marketing/ R & D	To co-ordinate all research for the Association and carry out regular reviews of current research.	ongoing
10.1	Support	Research and develop a beekeeper business management mentoring package including exporting and education of beekeepers.	Ongoing

Ref.	Area	Objective is to	Date
10.2	Support	Investigate the commercial opportunities and report to members	Ongoing
10.3	Support	Develop a NBA resource directory for assisting members in finding the correct agency/organisation for assistance incorporating the NBA library.	07/2002
11.1	Varroa	Develop a communications/lobbying plan and commence implementation for varroa	11/2002
11.2	Varroa	Protect the Associations interests in regard to the two-year varroa control plan	Ongoing
11.3	Varroa	Gain funding for the development of the phase 3 plan so that we can have a draft plan to beekeepers. Ensure that Sustainable Farming Fund project is not seen as part of Varroa Phase II & III.	12/2002
11.4	Varroa	Develop long-term options and associate funding for the control of AFB and the management of Varroa	2/2001
11.5	Varroa	Varroa Oversight Advisory Committee to continue work on minimising the impact of varroa on the NZ beekeeping industry and be established as a Standing Committee.	11/2002

4.4 Action Plans

4.4.1 AFB PMS

Executive Member responsible – Don Bell

4.4.1.1 Remits and objectives

Remits:

Remit 8	Compliance with Statutory Declarations
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Ref.	Area	Objective is to	Date
1.1	AFB PMS	Work is to start on updating the Operational Plan with an interim plan presented to the Executive.	11/2001
1.2	AFB PMS	Updated Operational Plan completed.	03/2002
1.3	AFB PMS	Complete ongoing review of management of the AFB PMS	07/2002

Ref.	Area	Objective is to	Date
1.4	AFB PMS	Establish and maintain contracts for AFB PMS for the next year so that it operates within legislative requirements.	06/2002

4.4.1.2 Action Plan

1. Get contract with AgriQuality for the next year
2. Draw up terms of reference for two committees below
3. Establish the AFB PMS operations committee from the PMS review committee to operate the contract for the next year
4. Establish the AFB PMS review committee for the next year

4.4.1.3 Resources

PMS Operation committee: Three include chairperson from the PMS Review Committee

PMS Review Committee: Three including chairperson (must not be part of the operations committee). Branches to put forward names for this committee and the Executive to appoint from the list given

4.4.1.4 Budget

Contract part – As per agreement with AgriQuality

Committee – Operations - \$3,000

Committee – Review - \$2,000

4.4.1.5 Reporting

All committee reporting as per standard below.

4.4.2 Communications

Executive Member responsible – Fiona O'Brien

4.4.2.1 Remits and Objectives

Remit:

Remit 20	Rural industry representation
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Ref.	Area	Objective is to	Date
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Ref.	Area	Objective is to	Date
2.1	Communications	To make available to beekeepers all information that is not privileged by electronic means	ongoing
2.2	Communications	Establish quarterly reporting for all organisational units within the NBA so that performance and issues are communicated to the membership	3/2002
2.3	Communications	An updated NBA Profile Document to be completed	03/2002
2.4	Communications	An Economic value of beekeeping to NZ paper produced	03/2004
2.5	Communications	Develop and implement a PR / lobbying plan that includes press releases on beekeeper related topics, regular articles in appropriate journals, road shows/displays and create news worthy items for the NBA at a national and local level	03/2002
2.6	Communications	Put in place an electronic medium - with limited control that is policed in the interests of beekeeping- that provides information and is a forum for active debate on topics	03/2002
2.7	Communications	Promote branches as forums for member participation by defining the role more clearly	06/2002
2.8	Communications	Review the purpose/role and delivery of the NBA journal	06/2002

4.4.2.2 Action Plan

1. Establish two committees with terms of reference one for development and the other for PR operations.
2. Development Committee to undertake all of the development Objectives
3. Operations committee to establish a communication plan and operate

4.4.2.3 Resources

PR Development Committee – Committee of 3 including chair

PR Operations Committee – Committee of 3 including chair

4.4.2.4 Budget

Development committee budget – \$2,000

Operations committee budget - \$2,000

Magazine budget –

4.4.2.5 Reporting

All reporting as per standard.

4.4.3 Compliance

Executive Member responsible – Don Bell

4.4.3.1 Remits and Objectives

Remit 8	Compliance with Statutory Declarations
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Ref.	Area	Objective is to	Date
3.1	Compliance	To collect all outstanding Levies and penalties due to the NBA regardless of the year they were incurred	Continual
3.2	Compliance	That the beekeepers that have registered apiaries after the announcement of the Varroa will be investigated to determine if there has been a breach of the Biosecurity act and the about of back levy that may be due to the NBA. The first 20 by 30/10/2000 and then at a rate of 50 per quarter	Ongoing
3.3	Compliance	Develop and implement a plan to deal with beekeeper non-compliance regarding apiary registration and payment so that the detected level of non registration is reduced below 5%. Plan to identify unregistered sites aim.	12/2002
3.4	Compliance	Identify, develop and implement an easy to use, beekeeper friendly compliance process, education programme, forms and methods reduce non-compliance	Ongoing.
3.5	Compliance	Make the apiary register it more useful to the NBA and beekeepers by establishing electronic direct update, integrity management and quality management in the content. Discussions with MAF are ongoing.	06/2002
3.6	Compliance	Resolve the inequity in the levy collection base with a recommendation to the next AGM that will eventuate in legislative change.	Ongoing

4.4.3.2 Action Plan

1. Continue to pursue outstanding levies (bad debts).
2. Progress prosecutions for beekeepers that have not complied with statutory obligations.
3. Decide on the order for collections proceedings.
4. Back levy collection to continue.
5. Develop plan for compliance of beekeepers to make compliance easy and cost effective.

6. Continue work on improving the apiary register including moving it in house.

4.4.3.3 Resources

PMS Compliance and Review Committee to continue work on levy base and simplification

Employ the Fed Farmers Lawyer to undertake the civil actions necessary to collect levy (back levy, bad debt and non-compliant beekeepers).

Executive Secretary to provide lists of beekeepers fitting into these categories.

4.4.3.4 Budget

Beekeeper compliance committee

Audit	\$4000
Administration	\$4000
Travel	\$5000
<u>Legal</u>	<u>\$20000</u>
Total	\$33000

Fed farmers Lawyers – Self-funding. Collection rate will determine rate of prosecutions.

4.4.3.5 Reporting

Reporting as per the guidelines below.

4.4.4 Environment

Executive Member responsible – Jane Lorimer (2IC - Fiona O'Brien)

4.4.4.1 Remits and Objectives

Remit 12	Long life nectar producing clover
Remit 18	Opposition to the use of Gaucho
Remit 23	Genetic engineering

Ref.	Area	Objective is to	Date
4.1	Environ	Environment committee to recommend a policy to address bee product safety (health, residues), OSH, GE & GM and chemicals	11/2001

Ref.	Area	Objective is to	Date
	ment	(pesticides, hive chemicals).	
4.2	Environment	To form adhoc committees as needed to allow for submissions to be made on proposed legislative/regulatory changes that impact on the whole beekeeping community.	Ongoing

4.4.4.2 Action Plan

1. Committee is to identify and address specific issues.

4.4.4.3 Resources

Environment Committee – 5 members including chair

4.4.4.4 Budget

Committee budget - \$5,000

4.4.4.5 Reporting

As below

4.4.5 Exotics

Executive Member responsible – Gerard Martin

4.4.5.1 Remits and Objectives

Remit 5	EFB Options
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Ref.	Area	Objective is to	Date
5.1	Exotics	Lobby government to improve the incursion prevention for beekeeping	Ongoing
5.2	Exotics	Develop an approach for exotic surveillance and incursion prevention with a response plan as part of the crisis management plan for incursions	06/2002

4.4.5.2 Action Plan

1. Develop terms of reference and committee appointments
2. Lobby government on exotic issues
3. Instigate the development of an incursion plan
4. Develop approach for presentation to government on exotic surveillance.

4.4.5.3 Resources

Exotics Committee – 3 members include chair with potential co-opting.

4.4.5.4 Budget

\$5000 for committee

4.4.5.5 Reporting

As stated below.

4.4.6 Export/Import

Executive Member responsible – Philip Cropp

4.4.6.1 Remits and Objectives

Remit 21	Border control – shipping container inspection
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Ref.	Area	Objective is to	Date
6.1	Export /Import	Recommend improvements to ensure that export certification can be undertaken without compromising the AFB PMS	06/2002

4.4.6.2 Action Plan

1. Write terms of reference and select committee for confirmation of the executive
2. Address the specific issues raised at conference and export/import issues as they arise

4.4.6.3 Resources

Export Committee – four people including chair representing all bee products

4.4.6.4 Budget

Committee budget - \$5,000

4.4.6.5 Reporting

As per the normal

4.4.7 Finance

Executive member – Gerard Martin (Treasurer)

4.4.7.1 Remits and Objectives

Ref.	Area	Objective is to	Date
7.1	Finance	Develop a sound fiscal policy to ensure that the NBA is protected from significant financial constraints	Ongoing.

4.4.7.2 Action Plan

1. Continue oversight of NBA Finances with the Executive
2. Develop NBA budget
3. Staff committee as necessary

4.4.7.3 Resources

Treasurer + Executive

4.4.7.4 Budget

\$1,000

4.4.7.5 Reporting

Reporting as normal

4.4.8 Governance

Executive Member responsible – Executive Committee & Richard Hatfield

4.4.8.1 Remits and Objectives

Motion regarding rule changes referred to Conference of Branch Delegates	Rule changes
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Ref.	Area	Objective is to	Date
8.1	Governance	Establish the governance frame work that will ensure the roles and responsibilities of all of the organisational units are well defined and inter-operate constructively	ongoing
8.2	Governance	Identify and develop the management structure required to operate the NBA for the next year by the end of this workshop	03/2002
8.3	Governance	Assign specific governance responsibilities to executive members by Aug 2001 and approved	By Aug. each year
8.4	Governance	Develop a succession plan for all organisational units so that the unavailability does not affect the overall organisations performance	12/2001
8.5	Governance	Set up a crisis management plan for the NBA	12/2000
8.6	Governance	Investigate and report to the membership the long-term relationship the NBA maintains with Federated Farmers. Report to membership.	12/2001

4.4.8.2 Action Plan

1. Continue work as defined by 2001 AGM
2. Formulate a discussion document for members on the governance structures for the NBA
3. Finalise Governance document-identifying changes required to NBA structure, roles, responsibilities and the constitution.
4. Present to members changed constitution to members for discussion in March 2002
5. Start implementation of Governance model in July 2002.
6. Take constitutional changes to the 2002 AGM for approval by membership.

4.4.8.3 Resources

The resources required for this portfolio are:

- Governance committee - 11 members (executive plus 4 others, ex office holders of NBA). Chaired by the NBA President
- Later on a Constitutional review committee made up of 5 members.
- Advice and consultancy from Federated Farmers.

4.4.8.4 Budget

- \$15,000 for the main meetings in Wellington and road show around the branches. Will be co-ordinated with Executive meetings where possible.
- \$2600 for communications
- \$5,000 for legal opinion and advice on revised constitution.

4.4.8.5 Reporting

As per the reporting requirements below

4.4.9 Marketing

Executive Member responsible – Philip Cropp

4.4.9.1 Remits and Objectives

Remit 19	Marketing Committee accountability
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Ref.	Area	Objective is to	Date
9.1	Marketing /R & D	Investigate electronic trading of bee products for the benefit of NZ beekeeping.	3/2002
9.2	Marketing /R & D	Assess and review current honey research of products and develop a plan for the NBA's future research needs	06/2002
9.3	Marketing /R & D	Progress trade marking and administrative structures to support the trade marks	06/2002
9.4	Marketing /R & D	To set up a committee to develop a structured Research and Development Programme	01/2002
9.5	Marketing /R & D	To co-ordinate all research for the Association and carry out regular reviews of current research.	ongoing

4.4.9.2 Action Plan

1. Write terms of reference and establish new committees
2. Plan of action

4.4.9.3 Resources

4.4.9.4 Budget

\$?

4.4.9.5 Reporting

4.4.10 Support

Executive Member responsible – Lin McKenzie

4.4.10.1 Remits and Objectives

Remit 20	Rural industry representation
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Ref.	Area	Objective is to	Date
10.1	Support	Research and develop a beekeeper business management mentoring package including exporting and education of beekeepers.	Ongoing
10.2	Support	Investigate the commercial opportunities and report to members	Ongoing
10.3	Support	Develop a NBA resource directory for assisting members in finding the correct agency/organisation for assistance incorporating the NBA library.	07/2002

4.4.10.2 Action Plan

1 Progress the Sustainable Farming Fund “Expanding Options for NZ Beekeepers” project

4.4.10.3 Resources

- Contracted project funding from MAF Sustainable Farming Fund and the Honey Trust
- Other resources as per the project

4.4.10.4 Budget

- Allocated project funding

4.4.10.5 Reporting

As per standard.

4.4.11 Varroa

Executive Member responsible – Jane Lorimer (Don Bell)

4.4.11.1 Remits and Objectives

Remit 1	Maintenance of Movement Control Line
Remit 2	Varroa tolerant bee stock
Remit 24	Movement Control line

Ref.	Area	Objective is to	Date
11.1	Varroa	Develop a communications/lobbying plan and commence implementation for varroa	11/2002
11.2	Varroa	Protect the Associations interests in regard to the two-year varroa control plan	Ongoing
11.3	Varroa	Gain funding for the development of the phase 3 plan so that we can have a draft plan to beekeepers. Ensure that Sustainable Farming Fund project is not seen as part of Varroa Phase II & III.	12/2002
11.4	Varroa	Develop long-term options and associate funding for the control of AFB and the management of Varroa	2/2001
11.5	Varroa	Varroa Oversight Advisory Committee to continue work on minimising the impact of varroa on the NZ beekeeping industry and be established as a Standing Committee.	11/2002

4.4.11.2 Action Plan

1. VOAC to continue proactive work with regard Varroa Phases II & III

4.4.11.3 Resources

VOAC to continue being a representative from each branch

Phase 3 -

4.4.11.4 Budget

Administration	\$3000
<u>Travel/Meetings</u>	<u>\$7000</u>

<u>Total</u>	<u>\$10000</u>
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4.4.11.5 Reporting

Monthly in the beekeeper over and above requirement

4.5 NBA Organisation

4.5.1 Executive

4.5.1.1 Remits and Objectives

Remit 10	Executive policy making & adoption
Remit 25	Hosting of Conference

4.5.1.2 Action Plan

- 1 Ensure NBA Policies are reviewed on anniversary
- 2 Work with Auckland branch.

4.5.1.3 Resources

Executive Committee Members

4.5.1.4 Budget

4.5.1.5 Reporting

As per norm.

4.5.2 Executive Secretary

4.5.3 Committees

4.5.4 Constitution