



AgriTech NZ

AgriTech Leaders Data Industry Reference Group

TERMS OF REFERENCE

Version 1.2

Terms of Reference for an Industry Reference Group formed under the auspices of AgriTech NZ to provide leadership and guidance on industry and government data initiatives in the primary sector.

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1. Purpose

These terms of reference establish the Industry Reference Group (IRG) for agritech data related topics in NZ primary industry. The document sets out the role, functions, composition, and administration arrangements for the IRG.

2. Background

Launched in 2018, AgriTech New Zealand is a purpose driven, membership funded organisation whose members share a passion for the opportunities that agritech can generate.

AgriTech New Zealand connects innovators, investors, regulators, researchers and interested public. It promotes opportunities and challenges raised by agritech. AgriTech New Zealand advances the ecosystem through advocacy, collaboration, innovation, talent and economic growth through international connections and missions.

During 2019-2020 AgriTech New Zealand collaborated with the 'all of New Zealand government' taskforce to deliver the Agritech Industry Transformation Plan (ITP). The published Agritech ITP document proposes several High Impact projects and six workstreams designed to support the development of New Zealand's agritech sector's ecosystem. The document is available here: [Agritech ITP](#).

As part of the ITP Data Interoperability & Regulation Workstream led by the Ministry of Primary Industries, AgriTechNZ and others have been involved in workshops and discussions relating to Farm Environment Plans as a catalyst for addressing barriers and opportunities for initiatives that can improve industry data interoperability.

To provide ongoing input to the government's ITP taskforce and to support industry initiatives AgriTech New Zealand is establishing this Industry Reference Group.

3. Role and functions

The role of this Industry Reference Group (IRG) is to

- a) bring together senior representatives from AgriTechNZ membership
- b) provide leadership and guidance on industry data interoperability projects
- c) be a conduit for information from projects back to Agritech New Zealand and the wider sector

The starting hypotheses for the Agritech Data Industry Reference Group are:

- data collaboratives and partnership development within the ecosystem are to be encouraged
- data collaboratives will be better enabled where there are open data standards
- the process of defining standards needs to be transparent, collaboratively created with good stakeholder representation, independent of any one commercial solution
- open data standards need to be aligned with international standards
- data standards on their own are insufficient in enabling better data interoperability
- issues of governance, security and privacy need discussion and will likely be addressed through data collaboratives and industry regulation – with input from groups like this IRG.

In doing this, it is expected that the IRG will:

- Engage widely across the industry and seek to represent a wide range of views, not just the views of any particular organisation.
- Work in partnership with Industry and Government groups to further develop and prioritise projects that improve data interoperability for the sector
- Work in a manner that fosters innovative solutions:
 - Be ambitious for Global, New Zealand and Agritech Sector outcomes
 - Recognise the need for leadership, strong sector engagement, supporting capability, knowledge of the innovation landscape and enabling infrastructure to successfully deliver transformation for our sector
 - Leverage Mātauranga Māori
 - Focus on the user (food and fibre producers, and other value chain participants, in NZ and around the world deploying technology to meet the developing needs of their consumers)
 - Draw on the best available local and international evidence
 - Ensure short-term actions link to the long-term vision for sector transformation
 - Ensure activities contribute positively to sustainability goals
 - Be open, agile and data driven

The IRG will report back to AgriTech New Zealand quarterly, providing a brief written report in advance and speaking to the report at a meeting of the AgriTech New Zealand Executive Council. The Chair should discuss progress and seek advice from the AgriTech New Zealand CEO, to ensure consistency across all the Reference Groups' reporting framework.

4. Composition

It is expected that the Industry Reference Group will:

- Be made up 9 +/-2 members; with the ability to bring in additional members or expertise to address issues as needed
- Incorporate representation and experience from AgriTechNZ membership groups:
 - Major and Large corporates x3
 - Medium and Small corporates (including public sector research and independent research groups) x3
 - SMEs and early-stage business x3
- Include one member of the AgriTechNZ Executive Council as a full voting member.
- Have one further seat available for the Chair or CEO of AgriTechNZ to attend meetings as a full participant but without a vote
- Reflect the diversity of New Zealand and be representative of all New Zealanders
- Members may nominate one substitute to be available when they are unable to attend a session

Expressions of interest (EOIs) are encouraged from member groups listed above. AgriTech New Zealand Executive Council review the EOIs and establish the initial make-up of the Reference Group to match the required composition.

Any participant may resign from the Industry Reference Group at any time.

The IRG will be disestablished upon completion of the deliverables or may be disestablished at any other time by AgriTech New Zealand.

5. Administration

The IRG Chair has delegated responsibility for all actions outlined in this document, on behalf of AgriTech New Zealand.

5.1. How the group operates

- a) The IRG will elect a Chair and Vice-Chair on the formation of the group
- b) Meeting frequency and format
 - a. The IRG will meet every month, or as determined necessary by the group and AgriTech New Zealand.
 - b. Monthly meetings will be conducted via videoconference.
 - c. Kick off and quarterly meetings will be face to face at a venue determined by the Chair in consultation with the members.
 - d. Webinars, summits and meetings will be held across the industry. Where possible IRG Members will attend.
- c) The Chair and secretariat (see Resources section 5.3) will ensure that:
 - a. any necessary papers are available prior to meetings
 - b. minutes are kept
 - c. the conflict of interest registry is reviewed and maintained (see Conflicts of Interest section 5.2)
- d) Quorum will be achieved in the presence of one half of the members of the group.
- e) Consensus
 - a. The Chair will attempt to incorporate all opinions and views expressed by Industry Reference Group members and work to achieve unanimous resolution on the ITP workstream delivery.
 - b. The group will operate based on consensus and, where it is not possible to achieve a consensus, based on majority vote.
 - c. The Chair does NOT have a final casting vote.
- f) Standards of conduct
 - a. Members are expected to attend all scheduled meetings. When members cannot attend substitutes can be sent, if agreed with the Chair in advance.
 - b. Members are requested:
 - i. to undertake pre-meeting reading, if provided,
 - ii. engage fully with the material at each meeting and
 - iii. complete any post-meeting actions
- g) All Industry Reference Group participants will receive equal treatment regardless of their age, gender, race, sexual orientation or identity, or any other factor and will always be afforded the opportunity to speak without fear of ridicule or retribution.
- h) Any member who feels bullied or intimidated whilst carrying out their tasks may speak with either the IRG Chair or the Chair of AgriTech New Zealand. If, in the view of the Chair of the IRG or the Chair of AgriTech New Zealand, a member has acted inappropriately, they may be suspended from the Industry Reference Group.

- i) Industry engagement: members are encouraged to engage with the wider agritech sector and community to garner input and receive feedback.
- j) All members of the IRG will always operate in the best interests of AgriTech New Zealand.

5.2. Conflicts of Interest

All IRG members agree to abide by the following Conflict of Interest Policy.

A register of any potential conflict of interest should be maintained by the Chair of the IRG to ensure transparency by identifying members other roles and responsibilities within organisations that have a mandate that could (or maybe perceived to) align, overlap or conflict with the function of the IRG.

When group members believe they have a conflict of interest on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the function of the IRG, they must declare a conflict of interest and withdraw themselves from the discussion and/or activity. The IRG will then decide what part the member may take in any relevant discussion.

IRG members accept that failure to declare a Conflict of Interest will result in their immediate removal from the IRG.

5.3. Resources

The Chair of the IRG can liaise with the Secretariat of AgriTech New Zealand to help access resources from AgriTech New Zealand, or its members, such as:

- Videoconference facilities
- Secretariat services such as meeting organisation, minute taking and general administration
- Meeting rooms or other resources as may be required from time to time.

5.4. Payments and expenses

There is no remuneration nor meeting fee for IRG participation. Reasonable travel expenses will be reimbursed when agreed in advance.

6. Confidentiality and information

6.1. Confidentiality

In order for the group to operate effectively, members must maintain the confidence of the group, including maintaining confidentiality of matters discussed at meetings, and any information or documents, including, but not limited to, Intellectual Property (see below), provided to the group.



Where information is already in the public domain (through no fault of a member), the confidentiality requirements do not apply to that information.

Members must always comply with the requirements of the Privacy Act 1993 and keep information about identifiable individuals confidential.

6.2. Intellectual Property

Any product of the IRG specifically shall be considered public domain unless explicitly agreed otherwise. This does not include intellectual property created or owned by third parties, even when working with the group.

Where the IRG utilises material owned by a third party, or usage of any material may bind Agritech New Zealand or its members in any way, an agreement must be entered between Agritech New Zealand and the third party before such material is utilised.

6.3. Media comment

Media comment should only be made by the Chair or CEO of AgriTech New Zealand. Members must refrain from representing the group, or commenting on the business of the group, to the media.

The IRG Chair may seek agreement from AgriTech New Zealand for the group to release a media statement on any matter related to these terms of reference. With the prior written agreement of the Chair or CEO of AgriTech New Zealand, a member may participate in a media interview or make some other public statement about the business of the group.



7. Agreement

These Terms of Reference will be made available to all IRG members.

Nothing within this document shall imply that any member of the IRG may present themselves as a representative of AgriTech New Zealand in any way other than as a member of this IRG, or as explicitly provided in this document.

Nothing contained within these terms of reference create or give rise to a partnership, any fiduciary duty, agency, joint venture, or any relationship of employment.

By participating in this group all Industry Reference Group members agree to these provisions. If an IRG member does not agree with any provision in this document they should raise it with the IRG Chair, who may then raise it with the AgriTech New Zealand Chair.