

CONFIRMED MINUTES

MARCH 2024 AFB MANAGEMENT AGENCY BOARD MEETING

At the **June 2024 The Management Agency Board Meeting** on **14 Jun 2024** these minutes were **confirmed as presented**.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Friday, 15 March 2024
Time:	9:00 am to 2:05 pm (NZDT)
Location:	Virtual, Microsoft Teams
Board Members:	Mark Dingle (Chair), Val Graham, Gabriel Torres, Hayley Praghert, Trent Proffit, Murray Elwood
Attendees:	Niha Long, Dwayne Hill, Marco Gonzalez, John Sanson, Mike Harre
Apologies:	Jason Ward, Jane Rollin

1. Welcome

1.1 Opening Karakia

The Chair welcomed all and noted apologies from Jason and Jane. Formal introductions were undertaken to formally welcome Murray into the Board.

Following that, Niha opened up with a Karakia.

2. Board Only Session

2.1 Board Only Session



Draft advice for AFB best practice on social media and circulate to the Board for approval

Niha to draft short statements on the risk of purchasing second-hand gear/buyer due diligence, circulate to the Board for approval, and post them on social media as needed.

Update: Best practice advice will be pushed out through standard comms avenues (newsletters, social media, Apiarists advocate, as needed). The Board will be notified prior to release.

Due Date: 31 Jul 2024

Owner: Niha Long

3. Minutes and Actions

3.1 Confirm Minutes of 17 November 2023 Board meeting

AFB Management Agency - Board Meeting 17 Nov 2023, the minutes were confirmed as presented.



Approval of 17 Nov 2023 minutes

The Board approved the 17 Nov 2023 minutes.

Decision Date: 15 Mar 2024

Mover: Mark Dingle

Seconder: Gabriel Torres

Outcome: Approved

3.2 Matters arising from minutes

No further matters needing action have arisen from the 17 Nov 2023 meeting minutes.

3.3 Action List

Due Date	Action Title	Owner
6 Jun 2023	Val to update Interests Register Status: Completed on 17 Nov 2023	Val Graham
18 Aug 2023	Check HiveHub Reports used report inspection costs and times per hive Status: Completed on 17 Nov 2023	Dwayne Hill
22 Sept 2023	Commence the process on drafting consultation papers Status: Completed on 15 Mar 2024	Niha Long
29 Sept 2023	HiveHub on iPhones Status: Completed on 17 Nov 2023	Niha Long
1 Oct 2023	Abandoned apiary decision tree Status: Completed on 17 Nov 2023	Marco Gonzalez
1 Oct 2023	Dwayne to supply Val a copy of the draft beekeeper survey Status: Completed on 17 Nov 2023	Dwayne Hill
1 Oct 2023	Dwayne to find out from Salesforce how to get iphones available o... Status: Completed on 17 Nov 2023	Dwayne Hill
31 Oct 2023	HiveHub AFB Reports Status: Completed on 18 Dec 2023	Niha Long
10 Nov 2023	Draft Messaging for the Agency's website re final decision Status: Completed on 15 Mar 2024	Niha Long
20 Nov 2023	Trent to add to Interests Register Status: Completed on 5 Dec 2023	Trent Proffit
22 Nov 2023	Add minutes from the past two Board meetings (6 Sept and 30 Oct) to BoardPro Status: Completed on 15 Mar 2024	Niha Long
30 Nov 2023	Sharepoint access for Board members Status: Completed on 15 Mar 2024	Niha Long
4 Dec 2023	Confirm the levy analysis document and the webpage announcement Status: Completed on 15 Mar 2024	Niha Long
8 Dec 2023	Send the Liquidator a bill for cost recovery Status: In Progress	Niha Long
15 Dec 2023	s53 Honey Permission Status: In Progress	Mike Harre

Due Date	Action Title	Owner
15 Dec 2023	Articles for Abandoned apiary and AFB risk from second-hand gear Status: Completed on 15 Mar 2024	Niha Long
15 Dec 2023	MPI HiveHub data contract expiry Status: Completed on 15 Mar 2024	Niha Long
22 Dec 2023	Restart the Agency's Facebook Account Status: Completed on 15 Mar 2024	Niha Long
31 Jan 2024	Create a monthly budget vs monthly forecast and the variance Status: Completed on 15 Mar 2024	Niha Long
20 Feb 2024	Advice Board on Hivehub enhancements estimates Status: Completed on 15 Mar 2024	Niha Long
23 Feb 2024	Report on the results of re-test of Hivehub changes Status: Completed on 15 Mar 2024	Niha Long
12 Apr 2024	Vendor for website project Status: In Progress	Val Graham
15 Jul 2024	Create a marker for aggressive beekeepers on Salesforce Status: In Progress	Dwayne Hill
19 Jul 2024	Health and Safety risk policy Status: In Progress	Niha Long

3.4 Interests Register



Murray to add his details on the Interests Register

Murray to add his details on the Interests Register.

Due Date: 22 Mar 2024

Owner: Murray Elwood

4. Management Papers

4.1 Meeting with the Minister

The Chairman and Niha gave the Board an update on the Minister's visit. Key points for the Board's awareness:

- The Minister's eagerness and a strong interest in learning about his portfolio .
- Verbal briefing to the Minister on the challenges: declining hive numbers, hive abandonment, funding constraints and the implications of what it means for the Management Agency.
- Verbal briefing to the Minister of the Management Agency's key milestones (e.g. DECA review, commercial beekeeper training) which are being progressed and don't need regulatory approval. These will align with the changes that require Ministerial approval (e.g. receiving test results from labs and infringement fines).
- Reiteration of the Management Agency's interest in seeing progress made to the new AFB PMP.
- Advise to the Minister that the timeline for implementation of the new PMP will be affected due to reduced levy income and affordability (\$220k loss).

The Minister confirmed that he had asked MPI to do a review of the PMP with the expectation that he could look to implement it. The Minister was interested, engaged, met with staff, and explored HiveHub with Marco's help.

The Board felt that it was a positive meeting overall.

4.2 General Manager's Report

The Board confirmed the GM's report to be read.

4.3 Update on the Management Agency Annual Work Plan

Milestone 1: HiveHub upgrades and enhancements

Niha outlined progress within this milestone, especially the HiveHub Wishlist and discussions with labs re acquiring AFB test results. From the Chair's perspective, he was agreeable to progressing with the HiveHub Wishlist, as HiveHub is the main tool, the need to continually upgrade/enhance it to improve efficiency is important. Discussions were had by the Board on approving costs for Smartapps to progress with AFB lab test functionality. The Chair informed the Board that the Minister was advised about the AFB lab test results functionality on HiveHub and he did not have any objections. Gabriel added it would be good to get ahead of the game and develop this functionality, rather than waiting for Ministerial approval. Even if approval is not sought, it is worth investing now and keeping it as a tool that we could rely on as a voluntary basis.

The Board were supportive of both options.

Niha touched upon the timeline of the cybersecurity re-assessments by Salesforce. Gabriel advised Niha on couple of options (Ninjio) to ensure staff are on top of their cybersecurity training, to be mindful of phishing emails and not to click on suspicious links.

Milestone 2: Commercial employee training

Niha outlined the complexity of developing the training package and a strong message from the sector for this to be Agency-driven. While the original intent was to have the package ready to be delivered by winter 2024, this was no longer possible due to staff capacity issues; given the technical content has to be written by both Operation Managers (while balancing BAU work), refined by TARN, and supported by videos which is best done during spring.

The Chair asked whether by going into so much detail, we are going beyond what we are mandated to do. Val advised it would give us credibility if we took a NZQA approach and could potentially use it as an incentive. Gabriel confirmed we need to be mindful of whether we are using more resources. Trent worried about whether it becomes a box ticking exercise, whether employee beekeepers will get intended value out of it, especially when they are already doing lots of other Unit standard courses. Murray confirmed he enjoyed talking to Brice during the interview and it brought the focus back on to AFB. The Board advised not to go into too much detail, and to keep modules simple by determining which content needed to be formally assessed and why.

The Chair advised ring-fencing funding from 2024/2025 for the TARN Group project and confirm timelines with the Board once known.

Milestone 3: DECA review project

Niha asked the Board members to review the draft commercial and hobbyist DECAs and provide feedback over the next week. Once changes are made to the templates, these will be sent to a small group of beekeepers for their thoughts. The templates will return back to the Board as new version for endorsement. Niha suggested a pilot that could be undertaken by testing the new templates on beekeepers battling ongoing AFB infections, and following their progress over the course of 18 months.

Milestone 4: Comms strategy:

Niha outlined the structure of the Comms audit, the ongoing review and amendment of all outgoing comms, the Facebook page, positive uptake of the quarterly newsletters, and engagement with Media Giant on re-designing the architecture of the website. Val suggested looking into Goggle Analytics Four functionality and Search Engine Marketing functionality for the website. Gabriel suggested a stakeholder comms table, identifying the Management Agency's various stakeholder groups, how often we will communicate with each group and in what form. Niha advised there was now an Engagement calendar and there were several beekeeper meetings planned for the coming months.

Milestone 5: Efficient resource management

Niha advised that the Management Agency will be pausing the Honey surveillance this year as a precautionary approach to manage next year's reduced income. The Board discussed the merits and cons of doing so. Niha advised that the AFB test results functionality would make Honey surveillance redundant and that funding can instead be diverted to increased AP2 inspections for investigating AFB regional hot spots. Targeted honey surveillance will still be undertaken as needed and beekeepers will be informed of this pause. Other matters discussed were performance of the current AP2 pool, AP2 recruitment in areas of greatest need, and winter AP2 training which will also include AFB course recognition trainers.



Approval to proceed with development of DataLoader functionality by Smartapps

Niha to advise Smartapps to progress with developing the DataLoader functionality for receiving AFB test results from diagnostic laboratories.

Decision Date: 15 Mar 2024
Mover: Mark Dingle
Seconders: Gabriel Torres
Outcome: Approved



Approval to proceed with HiveHub Wishlist items

The Board approved for Smartapps to proceed with implementing the HiveHub Wishlist items, as a way of improving Smartapps efficiency.

Decision Date: 15 Mar 2024
Mover: Mark Dingle
Seconders: Trent Proffit
Outcome: Approved



Ring-fence funding from 2024/25 budget for the TARN Group project

Allocate \$50k from the 2024/25 budget for development of the commercial employee training package by TARN group.

Due Date: 1 Jun 2024
Owner: Niha Long

4.4 Decision-making flowcharts: COI matrix, ADR & levy



Investigate Windcave fees

Niha to find out how much the Management Agency incurs Windcave fees and the percentage of beekeepers who pay by credit card vs those who pay by bank transfer.

Due Date: 22 Mar 2024
Owner: Niha Long



Approval for COI matrix and ADR/levy flowchart

The Board approved both decision-making matrices to be included in outgoing comms for the sector.

Decision Date: 15 Mar 2024
Mover: Mark Dingle
Seconders: Val Graham
Outcome: Approved

Gabriel suggested minor edits to the ADR/Levy flowchart to make definition of a 'colony' and 'apiary' in line with legislation. The Board endorsed the ADR/levy flowchart and felt it would provide much-needed clarity to beekeepers for this time of the year.

4.5 Short screen break

5. Policy and Governance

5.1 Draft OIA policy



Review outdated The Management Agency policies

Niha to review, update/amend, and send two draft policies to the Board for their approval (per Board meeting).

Due Date: 1 Jun 2024

Owner: Niha Long



The Board approved the OIA policy

The Board approved the draft OIA policy for implementation, subject to making the minor changes suggested by Mike Harre on inter-Agency transfers.

Decision Date: 15 Mar 2024

Mover: Mark Dingle

Seconder: Val Graham

Outcome: Approved

The Chair and Val felt the draft OIA policy was very clear on the Management Agency's processes and that it addressed the Ombudsman's concerns.

5.2 Discussion on Board member recruitment



Niha to reach out to the sector for nominations for Board member vacancies

Niha to reach out to commercial beekeepers with a letter from the Chair, asking for nominations to sit on the Board

Due Date: 11 Apr 2024

Owner: Niha Long

Niha advised that the Board member advert will be posted in the April NZ Beekeeper journal and on the website. Discussions were had on key skills required within the Board going forward. Niha sought clarification on the recruitment process from the Board and requested Board members put through nominations

The Chair suggested a letter be sent from his behalf to the likely nominees, inviting them to apply for the Board member positions.

5.3 Board remuneration



Move discussion on Board remuneration to next Board meeting

Move Board remuneration item to the next meeting in June when all Board members are present.

Update 14/6/24: The Board advised that if there is a modification to the Crown policy for remuneration, then the Board will comply and adopt those allowances in future. For now, the status quo honorarium rates stand.

Due Date: 2 Jun 2024

Owner: Niha Long

6. Operational

6.1 Operations Manager Report

Northern region

The Chair queried with Dwayne around delayed inspections due to longer flowering periods. Dwayne advised a year-on-year comparisons of AFB cases is a fair way to look at it, whereas a month-on-month comparison from last year to this year is an unfair comparison as it relates to weather patterns and the beekeeping season. AFB cases are tracking lower in total which hopefully means the beekeepers did their checks early or being stringent about doing those checks. Dwayne expects to see an increase in AFB reports once the weather cools down. A few AFB cases have started coming through with the weather cooling already.

Southern region

Marco said his beekeepers haven't been complaining on varroa strips failing. There are no more feral colonies in the neighbourhood.

The Chair enquired on the increase in neglected apiaries. Marco said it was largely due to the beekeeper's hives that recently went into liquidation. Dwayne said that in more populated areas, those hives that were abandoned are now being found. Marco reported more neglected areas in Blenheim and Gisborne.

Inspections completed by AP2s

The Chair commented that when comparing year-on-year, inspections appear to be down. Dwayne advised that at the start of the year, allocation of inspections were being done keeping budget constraints in mind. This has led to data being looked at more closely on which inspections were yielding results and those which weren't. The Chair asked if inspection decline hasn't had an impact on the number of AFB found. Dwayne said we are getting the same amount of AFB in some areas as previous years which means they need a closer look. Dwayne said in some areas like Gisborne, beekeepers are finding AFB (>90%) themselves than our AP2s compared to Taranaki where only 60% are found by beekeepers and 39% targeted by AP2s. Marco said the reduction of inspections in his region is because beekeepers know it is self-inflicted and they are trying to manage their own operation.

The Chair flagged the increased incidence of AFB in Hawkes Bay. He asked Marco the reason behind it and what our approach is going to be in response? Marco mentioned that each individual large operation has their own problems (e.g. cutting costs on staff, dead outs, harvesting honey from AFB hives). The expectation is that it shouldn't take more than 2 years for that outbreak to be contained. There were instances where a beekeeping operation was neighbouring another operation that was spreading disease and moving hives before AP2s could conduct inspections. Another commercial beekeeper was situated next to high risk beekeepers which is leading to spikes. Marco added there are 3 locations near the river where there are clusters of AFB, which could suggest they came from hives that were washed away during Cyclone Gabrielle last year. Smaller semi-commercials in Hawkes Bay having smaller apiaries located in the pollination areas have been identified as high-risk.

Trent asked if we can be confident there are no AFB based, on inspections in the last 12 months. Dwayne mentioned there is a blind spot in terms of what we haven't inspected or ones where no AFB cases have been reported in the last year.

Gabriel asked if the graph on comparing national AFB incidence with regions can be done across years. The Operation Managers advised this cannot be done, as HiveHub doesn't show colony numbers at a particular point in time. This has been raised with Smartapps and a workaround has been discussed.

The Board confirmed the Operation Managers report to be read.

Gabriel found the ArcGIS map handy and has bookmarked it to show it to his team. The Board was comfortable with the zoom levels in a way it informs the beekeepers for wintering sites while not disincentivising beekeepers from reporting AFB.

6.2 Board approval: Modified DECA templates (hobbyist and commercial)

The Board will review the templates and send feedback to Niha.



Board members to review the draft hobbyist and commercial DECA templates

Board members to advise Niha of any changes/suggestions.

Due Date: 28 Mar 2024

Owner: Mark Dingle

7. Training, Finance, and Health & Safety

7.1 Training Report

The Board noted the Training report, especially the decline in training course registrations from polytechs due to the new "no free fees" rule.

7.2 Finance Report: 2023/24 Budgets, actuals

The Board noted the Finance spreadsheet and the underspends.

The Chair advised to progress as much of the projects this financial year, move underspends to next year to balance out the forecasted loss from next year.

7.3 Health and Safety Report

The Board confirmed the Health & Safety report to be read.

7.4 Complaints Report

The Board noted the Complaints report and expressed stern disapproval of the beekeeper who has repeatedly sent messages of an abusive nature to one of the Apiary Coordinators.

8. Other Business

8.1 Updates from MPI

Mike informed the Board that the new Minister of Biosecurity has been provided an update, including the need for an independent review requested by the previous Minister. Minister Hoggard's preference was for MPI to review all proposals and provide him with recommendations. MPI has provided advice to the Minister on what proposals should be looked at and what shouldn't be. The Management Agency and the New Zealand Beekeeping Inc's proposals will be looked at, as they meet the requirements of section 100D of the Biosecurity Act 1993.

MPI is waiting on confirmation from the Minister's office and will develop timelines to be shared with the Management agency. Mike conveyed that this is the first time a PMP has received multiple proposals. The concept of multiple proposals for a PMP review has now been added to the Biosecurity Act 1993 review.

Mike advised the Board that the Minister has also asked for a review of the Governance level (Board functions), given it was raised in three of the proposals. Mike will provide information on it shortly. As there has been no discussion with the Board or with the General Manager on the modification of the Governance structure, the Chair conveyed the Board would be interested in anything that suggests a change in Governance which affects the Board and the Management Agency. Mike advised he is waiting on a confirmation of the scope of this review from the Minister's office and that he has a draft Terms of Reference, which asks for "how" the Board functions and if there are any changes to that.

Sign off process: Mike advised that Minister of Biosecurity would sign it off but the Minister of Primary Industries (Minister McClay) would have the final sign off.

Afu touched upon the timeline of the PMP approval. The Management Agency will need to engage more with MPI on the corrected wording of the amended Order in August 2024, with final approval expected by November 2024. Mike touched upon the timeline being reasonably conservative. The bottlenecks are getting it through to Parliamentary Counsel Office (PCO); current events are impacting on the PCO's workplan due to other new legislation being passed by the new government.

Val asked if the proposed PMP "times out" at any point. Mike advised that under the Biosecurity Act, the current plan continues unless Cabinet feels everything in the PMP needs to be changed. MPI confirmed the Management Agency will be given ample heads-up, if significant changes are required.

Other updates from MPI

Mike advised that the Biosecurity Act 1993 review and the National Policy Direction for Pest Management would have some impacts on PMPs - especially non-market values, consultations with Iwis, outcomes.

Re the Biosecurity Act 993 review: Afu advised that consultations have finished with Regional Councils around Regional Pest Management Plans focussed on making things easier for all users on the national and regional scale (i.e. looking at requirements under the Act and removing duplications), for PMP reviews and how to approach multiple proposals in future. Key thing is to engage with the Minister and seek his direction on how the review would proceed.

s53 permission: The draft is with the new CTO; delays are around which CTO would sign it (Surveillance or Readiness & Response). Mike anticipates it to be signed off by next week.

8.2 Confirm next Board meeting date

The next Board meeting will be in mid-June and will be in-person.

Niha will contact Board members with the proposed date.

9. Close Meeting

9.1 Close meeting/closing karakia

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Draft advice for AFB best practice on social media and circulate to the Board for approval Due Date: 31 Jul 2024	Niha Long
3.4	Murray to add his details on the Interests Register Due Date: 22 Mar 2024	Murray Elwood
4.3	Ring-fence funding from 2024/25 budget for the TARN Group project Due Date: 1 Jun 2024	Niha Long

Item	Action Title	Owner
4.4	Investigate Windcave fees Due Date: 22 Mar 2024	Niha Long
5.1	Review outdated The Management Agency policies Due Date: 1 Jun 2024	Niha Long
5.2	Niha to reach out to the sector for nominations for Board member vacancies Due Date: 11 Apr 2024	Niha Long
5.3	Move discussion on Board remuneration to next Board meeting Due Date: 2 Jun 2024	Niha Long
6.2	Board members to review the draft hobbyist and commercial DECA templates Due Date: 28 Mar 2024	Mark Dingle



Mark Dingle
15 Jul 2024