

## **Prairie Grain Development Committee (PGDC)**

### **Terms of Reference**

**March 2011**

#### **Mandate of PGDC:**

The Prairie Grain Development Committee (PGDC) has the following mandates:

- To act as a forum for exchange of information relevant to the development of improved cultivars of grain crops for the western Canadian prairies.
- To advise regulatory agencies regarding legislation and regulations governing grain breeding, cultivar production, and sector development.
- To facilitate scientific discussion and communication of research priorities for the improvement of the prairie grain sector.
- To facilitate and organize an annual meeting of the prairie grain recommending committees at a common place and time.

#### **PGDC Structure:**

- **There is no membership in the PGDC**, rather individuals attending the annual PGDC meeting are members or guests of the respective committees (i.e. Prairie Recommending Committee for Wheat, Rye and Triticale (PRCWRT), Prairie Recommending Committee for Oat and Barley (PRCOB), Prairie Recommending Committee for Pulse & Special Crops (PRCPSC), Prairie Recommending Committee for Oilseeds (PRCO).
- **The PGDC Executive** is comprised of: 1) a Chair and a Secretary/Treasurer elected from members of the respective committees with three year terms of office with Chair and Secretary terms expiring in different years; 2) two representatives from each of the registration recommending committees recognized by the CFIA with a term of three years; and 3) one member-at-large. The member-at-large could be a reoccurring guest of the committees and their term would be for three years.

#### **Annual Meeting Coordinator:**

- The PGDC will have the annual meeting coordinated on a fee for service basis.
- The salary of the meeting coordinator will be decided by the PGDC Executive and will reflect reasonable market rates.
- The meeting coordinator will be initially hired on a one year contract with extension for an additional three year term if their work is found to be satisfactory.
- Annual appraisals for the meeting coordinator will be conducted by the PGDC Executive.

### **Annual Meeting Location:**

- The annual PGDC and associated Committee meetings will typically rotate between locations in Alberta, Saskatchewan, and Manitoba.
- Preferred locations are Banff or other suitable locations in Alberta (this is being reviewed by the PGDC Executive), Saskatoon, Saskatchewan, and Winnipeg, Manitoba.
- The PGDC Executive will consult each respective Committee regarding venue locations, but reserves the right to make a final decision based on input from the Committees as well as consideration of venue related costs, venue access, cost of meetings rooms, and concerns regarding guaranteeing a certain level of attendance for reduced meeting room rates.
- Respective Committee Chairs and Secretaries will inform the PGDC Executive of any concerns regarding venue location, etc. and the PGDC Executive will work with the respective Committee to reach a mutually agreeable solution.

### **PGDC Website and Website Editor:**

- The PGDC will host a website that will be coordinated on a fee for service basis.
- The PGDC website will include the following areas: 1) Terms of reference for the PGDC; 2) Individual websites for each Recommending Committee with general Committee information as well as password protected portions of the website for distribution of data and other information associated with the annual meeting and deliberations of the respective committees; 3) Annual meeting information; 4) PGDC meeting overviews, minutes of the PGDC Executive Committee meetings, and annual meeting budget updates; and 5) Non-affiliated concurrent meeting information; and 6) Contact information for the PGDC Executive.
- Mailing lists including email addresses for members of the respective Recommending Committees will not be made available by the PGDC Executive, PGDC Meeting Coordinator, or PGDC Website Editor. Requests for distribution of material to Recommending Committee members should be made directly to the Chairs and Secretaries of the individual Recommending Committees.

### **Incorporation:**

- The PCDC will not incorporate at this time but is flexible to change in the future if the need arises.

### **Sponsorship:**

- The PCDC will not use sponsorship for the conduct of the annual meeting. The PGDC will typically not permit commercial displays or advertisements to be part of annual meeting activities. However, notices of upcoming meetings, deadline requests and other associated information related to the development of improved cultivars of grain crops for the western Canadian prairies may be available at the annual meetings.

### **Minutes:**

- It is up to the Secretaries of the individual registration recommending committees to archive their own minutes. The Secretary of the PGDC will archive the minutes of the PGDC meeting and ensure that the archive is passed to the new secretary.

### **Budget:**

- A preliminary budget update will be provided as a handout with registration materials at each annual meeting with a final budget for each annual meeting posted on the PGDC website by June of the calendar year of the meeting. Budget updates may also be included with minutes from PGDC Executive meetings and conference calls held during the course of each year.
- The PGDC will strive to maintain a carryover balance of sufficient funds to cover the typical cost of conducting the annual meeting. However, it is recognized that this balance will fluctuate due to annual registration numbers and meeting costs.

### **Plenary Session:**

- In addition to the deliberations of the four Recommending Committees, the PGDC will organize a Plenary Session to feature topics of interest to individuals attending the annual PGDC meeting. The PGDC Executive will review potential topics of interest based on Executive Committee deliberations and input from members of the respective Recommending Committees. Once a topic and potential speakers are decided upon, individual guest speakers will be invited to participate in the annual PGDC Plenary Session. For invited speakers the PGDC will waive the annual meeting registration fee and will cover travel, accommodation and meal costs.

### **Non-affiliated Concurrent Meetings:**

- The PGDC recognizes that its annual meeting represents a unique gathering of individuals interested in the development of improved cultivars of grain crops for the western Canadian prairies. As a consequence there may be interest in holding non-affiliated meetings or events during the same time as the annual PGDC meeting. As a courtesy the PGDC will provide on its website a listing of non-affiliated concurrent meetings along with links for contacts and further information. These meetings should be related to the development of improved cultivars of grain crops for the western Canadian prairies.

### **Attendance of Media Personnel and Students:**

- The PGDC welcomes the attendance of both media and students at the annual conference. Persons from the media or students may attend any meetings that they have received permission to attend and they may participate in the coffee breaks that are available throughout the day at no charge. They should indicate their interest to attend to the event coordinator in advance so they can be registered for the conference. Should any person

from the media or any students wish to participate in the evening reception or the recognition luncheon they may do so by paying a nominal fee to defray some of the costs of that event.

**Recognition of members of the Prairie Grain Development Committee (PGDC) and formerly the Prairie Registration Recommending Committee for Grain (PRRCG):**

- It is the practice of the Prairie Grain Development Committee (PGDC) to recognize members at the time of their retirement for their performance of duties and length of service with PGDC and formerly the Prairie Registration Recommending Committee for Grain (PRRCG). The PGDC awards gifts to eligible retiring members and that annual meeting registration fees are used to fund the retirement gifts. In addition, time will be set aside during the annual Recognition Lunch for a colleague to say a few words of recognition on behalf of the PGDC and their respective committees. To be eligible for a gift and recognition from the PGDC and colleagues during the Recognition Lunch, the recipient must have been a PGDC/PRRCG member for more than 10 years and be retiring from the PGDC/PRRCG due to their retirement from their current employer and there is a reasonable expectation that they will not return as a member of PGDC.
- It is the practice of the Prairie Grain Development Committee (PGDC) to recognize current members that have passed away prior to the annual meeting each February. Time will be set aside during the annual Recognition Lunch for a colleague to say a few words of remembrance on behalf of the PGDC and their respective committees.
- It is the practice of the Prairie Grain Development Committee (PGDC) to recognize members that leave the PGDC due to changing job circumstances or where their term as a PGDC representative for a particular organization expires. Although no gift will be provided, time will be set aside during the annual Recognition Lunch for the PGDC Chair or other PGDC Executive Member to list those individuals that are leaving the PGDC and their respective Recommending Committees and to express PGDC's appreciation for their service and participation.