

# FINAL REPORT



## **Aquatic Animal Health Subprogram: Enhancement of Emergency Disease Management Through the Education and Training of the CCEAD Participants on the CCEAD Process**

**L. V. Walker and J. Mortier**

**February 2004**



Australian Government  
Department of Agriculture,  
Fisheries and Forestry



Australian Government  
Fisheries Research and  
Development Corporation



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**FRDC Project No. 2002/660**



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## NON TECHNICAL SUMMARY

<b>2002/660</b>	<b>Aquatic Animal Health Subprogram: enhancement of emergency disease management through the education and training of the CCEAD participants on the CCEAD process</b>
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### OBJECTIVES:

1. To familiarize participants with, and increase their understanding of, the CCEAD Terms of Reference and Operating Guidelines.
2. To develop trust and team building within and between the government and industry representatives.
3. To promote appropriate and effective behaviour when Aquatic CCEAD is activated.
4. To educate participants in Aquatic CCEAD on the benefits of abiding by the confidentiality clause of CCEAD.
5. To develop a training course/workshop for CCEAD participants.
6. To improve Australia's emergency management response through an effective Aquatic CCEAD process.

### NON TECHNICAL SUMMARY:

#### OUTCOMES ACHIEVED TO DATE

The training workshops were successfully held and the Information Package produced. Participants reported that they were now aware of and understood the CCEAD Operating Guidelines and Confidentiality Guidelines. The real test of the training and the Aquatic CCEAD Information Package will be management of the Aquatic CCEAD in an aquatic animal disease emergency.

The basis of this project was the design and conduct of training on the Aquatic Consultative Committee on Emergency Animal Disease (CCEAD) specifically focussing on the Operating Guidelines and Terms of Reference and the issue of confidentiality.

Many fisheries and aquaculture industries around the world have suffered major production losses due to the impact of disease epidemics. Few major disease incidents have occurred in Australian aquaculture, and as a result, the Commonwealth, State/Territory governments and aquaculture industries have relatively little experience in incident management for emergency aquatic animal diseases and hence knowledge and understanding of the CCEAD process and protocols which are essential when dealing with an emergency. Specific issues were raised at the white spot virus post mortem workshops held in response to the white spot virus incident in 2000-2001. The main concerns raised were that of confidentiality of CCEAD information and lack of knowledge and understanding by the participants of the CCEAD Operating Guidelines and Terms of Reference.

The main aims of the training were:

- To ensure that potential participants of Aquatic CCEAD are familiar with, and have an understanding of, the CCEAD Terms of Reference and Operating Guidelines;
- To provide Aquatic CCEAD participants with the reasons for the confidentiality protocols so that when Aquatic CCEAD is activated members behave appropriately and adhere to the confidentiality agreement; and
- To enable participants the opportunity to get to know other Aquatic CCEAD participants.

The two primary outputs of the project were firstly, the development and completion of the training course, and secondly the Aquatic CCEAD Information Package.

The training was open to both State and Territory staff who may be involved in emergency management and the Aquatic CCEAD and also to industry members who may become involved in Aquatic CCEAD in the event of an emergency in their industry.

The training courses were held in Hobart, Broome and Brisbane. Just over thirty people attended with half of these people being government representatives and the rest being from industry. The duration of the course was reduced from two days to one day due to the smaller than expected numbers of participants. It was found, however, that this was sufficient time to cover all of the material.

The workshops consisted of presentations, exercises and group discussion. The essential parts of the workshops included discussions on the CCEAD Operating Guidelines, the CCEAD

Confidentiality Guidelines, and the CSIRO Livestock Industries Australian Animal Health Laboratory's role in aquatic animal disease emergencies.

Dr Mark Crane of CSIRO Australian Animal Health Laboratory (AAHL) provided his knowledge and expertise at each of the workshops. Dr Crane discussed AAHL's role and responsibilities in an aquatic animal disease emergency and the procedures for transmission of diagnostic specimens to and from AAHL, submission of diagnostic specimens to overseas laboratories and reporting on specimen examinations by AAHL.

Following each workshop we held an evaluation process. Participants could provide anonymous written comments or contribute their comments in the group forum. We received excellent feedback from participants with most comments being very positive. Based on the feedback received participants found the workshop useful and felt that they now understood the CCEAD protocols.

**KEYWORDS: Aquatic Consultative Committee on Emergency Animal Diseases, CCEAD, emergency response**

#### **ACKNOWLEDGEMENTS**

The authors wish to thank Drs Hugh Millar and Kevin Dunn for providing their invaluable knowledge and experience on terrestrial CCEAD at the Tasmanian and Brisbane workshops respectively.

The authors would also like to thank all the participants in the workshops for their enthusiasm and interest.

#### **BACKGROUND**

The mass pilchard mortality of 1995 was the catalyst for the formation of an Aquatic Consultative Committee on Emergency Animal Diseases (CCEAD). This event helped identify the need for industry/government liaison to build an effective framework for management of a national aquatic crisis. An Australia-wide framework was required for coordinating, investigating and reporting such incidents in the aquatic environment, for example, through CCEAD (the terrestrial model) or a look-alike arrangement. Such an arrangement was recommended to ensure fisheries specialists and industry can work in close collaboration with animal and public health experts and to harmonise working arrangements across State boundaries and between laboratories. The first Aquatic (CCEAD) was formed in response to the mass pilchard mortality event in 1998.

In 2001 the Aquatic Consultative Committee on Emergency Animal Diseases (CCEAD) requested a *post mortem* to review the national response to the white spot virus (WSV) incident in Darwin including the national WSV survey in Australian crustaceans in 2001. Three *post mortems* were held in late 2001; the Agriculture, Fisheries and Forestry - Australia (now the Department of Agriculture, Fisheries and Forestry) internal *post mortem* on 20 November 2001, the combined Chief Veterinary Officer and Directors of Fisheries *post mortem* workshop on 5 December 2001 and the industry *post mortem* workshop on 11 December 2001. The main outcome from each workshop was a set of issues and recommendations to improve the functioning of Aquatic CCEAD. These recommendations formed the basis for a final, joint workshop that took place in Sydney on 27 February 2002 and was attended by representatives of each of the previous segmental workshops. Two of the major issues that arose from the *post mortem* workshops included confidentiality of CCEAD information and lack of knowledge and understanding by the participants of the CCEAD Operating Guidelines and Terms of Reference. One of the recommendations coming out of the joint *post mortem* and addressing this issue was the development of an education and training program on CCEAD process and protocols for all participants (including industry) of the Aquatic CCEAD.

The value of such training has also been recognized by the Federal Government in that, under the Federal Budget Initiative “Building a National Approach to Animal and Plant Health”, funds have been specifically targeted to conduct training exercises in emergency management. The proposed project has addressed this need for training and enhancement of Australia’s response to emergency management of aquatic animal diseases.

## **NEED**

Many fisheries and aquaculture industries around the world have suffered major production losses due to the impact of disease epidemics. Few major disease incidents have occurred in Australian aquaculture, and as a result, the Commonwealth, State/Territory governments and aquaculture industries have relatively little experience in incident management for emergency aquatic animal diseases. Through AQUAPLAN – Australia’s National Strategic Plan for Aquatic Animal Health 1998-2003 we have developed strategies and mechanisms such as formally adopting the terrestrial CCEAD to an aquatic format to provide advice on the management of emergencies in fisheries and aquaculture. Through the white spot virus incident in 2000-2001, however, it became apparent that participants lacked the experience to effectively put into practice the Aquatic CCEAD process.



The need for this Aquatic CCEAD education and training program can be summarized as follows:

- Both government and industries have relatively little experience with real emergencies
- Industry and some government jurisdictions have little knowledge and understanding of the CCEAD process which is essential when dealing with a disease emergency.
- In some jurisdictions there is a lack of clarity about the roles and responsibilities of various individuals.
- Industry has little experience on Aquatic CCEAD and has not previously been a *bona fide* member of Aquatic CCEAD
- Lack of experience of disease incidents has lead to a lack of understanding of the reasons for confidentiality and hence conformation to the confidentiality guidelines.
- Lack of experience with the Aquatic CCEAD process has lead to the misuse and abuse of the process for political mileage rather than disease incident management.

## **OBJECTIVES**

1. To familiarize participants with, and increase their understanding of, the CCEAD Terms of Reference and Operating Guidelines.
2. To develop trust and team building within and between the government and industry representatives.
3. To promote appropriate and effective behaviour when Aquatic CCEAD is activated.
4. To educate participants in Aquatic CCEAD on the benefits of abiding by the confidentiality clause of CCEAD.
5. To develop a training course/workshop for CCEAD participants.
6. To improve Australia's emergency management response through an effective Aquatic CCEAD process.

## **METHODS**

The training and education program provided information on what is a disease emergency, what is CCEAD and when does it become involved, and how does CCEAD function.

The workshops were held in three different locations around Australia: Hobart on 19 March, Broome 28 May, and Brisbane 23 July 2003 to enable as many different industry and government participants as possible to attend. The first workshop was originally to be held in Melbourne, however, due to insufficient interest, the workshop was moved to Hobart. The workshops were originally 1.5 to 2 days in duration with the aim to enable participants time to discuss issues with each other and develop a rapport with other Aquatic CCEAD members. However, we reduced the duration of the workshops from two days to one due to the smaller number of participants expected at each of the workshops. This time was sufficient to cover all of the material. As one of the main aims was to encourage interaction a dinner was held following the Hobart and Broome workshops. A dinner was not held in Brisbane as participants were all keen to get home.

Invitations to attend the Aquatic CCEAD training workshops were sent to all key stakeholders (including, Chief Veterinary Officers, State and Territory fisheries departments and industry representatives) irrespective of the States/Territories in which the workshops were being held to ensure that they gained a better understanding of Aquatic CCEAD activities and procedures. Flyers advertising the courses were also developed and distributed to an extensive list of stakeholders (Appendix 3). We aimed to raise stakeholder awareness of the project and its aims through the distribution of these flyers. In addition we provided information on the purpose and benefits to stakeholders.

Each of the workshops consisted of presentations, exercises and group discussion. Topics included the CCEAD Operating Guidelines, the CCEAD Confidentiality Guidelines, and the Australian Animal Health Laboratory's role in aquatic animal disease emergencies. Exercises and scenarios were used to encourage learning and interaction between participants.

Dr Mark Crane of the Australian Animal Health Laboratory (AAHL) provided a presentation on AAHL's role and responsibilities in an aquatic animal disease emergency and the procedures for

transmission of diagnostic specimens to and from AAHL, submission of diagnostic specimens to overseas laboratories and reporting on specimen examinations by AAHL.

A Chief Veterinary Officer attended both the Tasmanian and Brisbane workshops providing their wealth of experience on the Terrestrial CCEAD

An evaluation was undertaken at the conclusion of each workshop to enable continuous improvement of the workshops. Participants were requested to comment on the pluses, minuses and areas for improvement.

An Aquatic CCEAD Information Package was developed using the material included in the workshop. This Aquatic CCEAD Information Package will be provided to all current and new members of Aquatic CCEAD to ensure that they are familiar with the protocols. The Aquatic CCEAD Information Package is at Appendix 4.

## **RESULTS/DISCUSSION**

Seventeen government and fourteen industry employees participated in the Aquatic CCEAD training workshops. The majority of participants at the workshops had not previously participated in an Aquatic CCEAD meeting or in the management of an emergency disease incident. However, participants found that the workshops provided them with a greater awareness and understanding of the Aquatic CCEAD and its Operating Guidelines, Terms of Reference and confidentiality protocols. In addition, better relationships between government and industry have been established. Aquatic CCEAD members and potential Aquatic CCEAD members now have a greater awareness of the issues involved in Aquatic CCEAD.

As part of the project an Aquatic CCEAD Information Package providing the essential materials from the training course for Aquatic CCEAD members (and potential members) who did not attend the workshops. The Aquatic CCEAD Information Package will be disseminated by the Aquatic or Terrestrial CCEAD Secretariat as required. A full copy of the Aquatic CCEAD Information Package is included at Appendix 4.

We received excellent feedback from participants with most comments being very positive. The main concerns from participants were the lack of industry representation at the Brisbane workshop and the limited number of government representatives especially those that would normally be expected to participate in Aquatic CCEAD. Indeed the most difficult aspect of this project was encouraging the appropriate people such as government members (and potential members) of Aquatic CCEAD to attend the workshops and unfortunately many of the current Aquatic CCEAD members did not attend the training. We were fortunate, however, in that a Chief Veterinary Officer attended both the Tasmanian and Brisbane workshops providing their wealth of experience on the Terrestrial CCEAD.

It was also difficult to attract appropriate industry participation at the workshops and despite all efforts to target a wide range of industry bodies, only a small number chose to participate in the training.

These are difficult problems to address. They reflect the relative newness of the aquatic animal industries and their inexperience with emergency aquatic animal disease outbreaks. It appears that there is a certain amount of complacency within some of the industry bodies, which apparently do not see emergency preparedness as a priority at this time. However, distribution of the Aquatic CCEAD Information Package (which contains the essential information on CCEAD) to Aquatic CCEAD members and potential members will ensure the information is available when required. Training should not, however, be disregarded in the future as it provides participants with the skills required to participate effectively in CCEAD meetings.

There were no changes to the objectives during the course of the project.

The objectives of the project were:

1. To familiarize participants with, and increase their understanding of, the CCEAD Terms of Reference and Operating Guidelines.

Prior to these workshops the majority of the participants had not been involved in Aquatic CCEAD. Few major disease incidents have occurred in Australian aquaculture. Both government and industries have therefore relatively little experience with aquatic animal disease emergencies. Hence industry and some government jurisdictions had little knowledge and understanding of the Aquatic

CCEAD process which is essential when dealing with an emergency. In addition, industry has previously not been a *bona fide* member of Aquatic CCEAD. In the future, however, they will be involved in Aquatic CCEAD discussions although they will not be part of the decision-making process.

Following the workshops participants are now aware of, and have information on, the CCEAD Operating Guidelines, Terms of Reference and the confidentiality requirements. The information in the Aquatic CCEAD Information Package will provide an excellent resource for all members and provide the relevant information for any new Aquatic CCEAD participants.

2. To develop trust and build relationships within and between the government and industry.

Despite the relatively limited participation at the workshops those who did attend them found them useful in getting to know other potential Aquatic CCEAD members. This is an essential part of building relationships and developing trust. In emergencies, it is important that Aquatic CCEAD members from the different jurisdictions and the affected industry know and trust each other.

3. To promote appropriate and effective behaviour when Aquatic CCEAD is activated.

Awareness of the protocols and an understanding of the CCEAD Operating Guidelines and Terms of Reference are important in understanding why confidentiality is essential. Knowledge of these aspects of CCEAD will enable participants to adhere to the guidelines and behave effectively.

4. To develop a training course/workshop for Aquatic CCEAD participants.

The training course was developed and one workshop was undertaken in each of the following cities: Hobart, Broome and Brisbane throughout 2003.

5. To educate participants in Aquatic CCEAD on the benefits of abiding by the confidentiality clause of CCEAD.

Lack of experience of disease incidents has led to a lack of understanding of the reasons for confidentiality and hence conformation to the confidentiality guidelines. Course participants were provided with information on the CCEAD Operating Guidelines and Terms of Reference.

Confidentiality issues were discussed extensively and information on the topic as well as the Confidentiality Agreement are contained in the Aquatic CCEAD Information Package.

6. To improve Australia's emergency management response through an effective Aquatic CCEAD process.

The information provided at the workshop and in the Aquatic CCEAD Information Package will provide Aquatic CCEAD participants from the state and territory government jurisdictions and industry with the appropriate guidelines and protocols to participate in Aquatic CCEAD effectively and with appropriate respect for the confidentiality guidelines.

It is also hoped that the information provided at the workshop and in the Aquatic CCEAD Information Package will provide clarity about the roles and responsibilities of various individuals in Aquatic CCEAD.

## **BENEFITS AND ADOPTION**

The benefits of this project will flow to both government and industry. The benefits are generic and associated with emergency management practices. Industry will benefit from their increased awareness of CCEAD protocols and the confidentiality agreement. On signing the Confidentiality Agreement industry will be able to participate in Aquatic CCEAD and contribute effectively, as part of Aquatic CCEAD, to the management of aquatic animal disease emergencies for their industries. Both the government and industry will benefit in a future aquatic animal disease outbreak in being more effective in emergency management. Medium and long-term benefits will flow on to aquatic industries through the enhanced performance in a disease emergency.

As discussed in the background, one of the main areas for concern discussed at the White Spot Virus post mortem workshops was the lack of understanding of the reasons for confidentiality and hence non-conformation to the confidentiality guidelines. In addition, lack of experience with the CCEAD process has led to the misuse and abuse of the process for political mileage rather than disease incident management. It is hoped, that through this training, Aquatic CCEAD will now function much more effectively.

The outputs of this project include:

1. A prepared course for training Aquatic CCEAD participants which was used for training as membership to Aquatic CCEAD changes.
2. Increased knowledge and understanding of CCEAD's processes within state and territory government departments and industry.
3. Agreement by all participants to the confidentiality protocols of CCEAD.
4. Improvement in the emergency management of aquatic animal disease incidents through effective Aquatic CCEAD meetings.
5. An Aquatic CCEAD Information Package has been developed that includes documented protocols/Standard Operating Procedures, Terms of Reference and Operating Guidelines for CCEAD. A flow chart showing industry and government stakeholder linkages in the process has also been included. This information package will be promulgated to key industry stakeholders via the Aquatic or Terrestrial CCEAD Secretariat.

## **FURTHER DEVELOPMENT**

As mentioned, part of this project was the development of an Aquatic CCEAD Information Package for potential members of Aquatic CCEAD (see Appendix 4). The Aquatic or Terrestrial CCEAD Secretariat will distribute this Information Package to all Aquatic CCEAD members.

## **PLANNED OUTCOMES**

The planned outcome of this project was “more effective management of aquatic animal disease emergencies including the appropriate implementation of a CCEAD communication strategy.” The Aquatic CCEAD training was held as proposed and the Aquatic CCEAD Information Package developed however, it is too early to judge how effective the training has been until there is an emergency. Very few of the participants who attended the workshops are actually currently on Aquatic CCEAD and hence this may be an issue at the next meeting of Aquatic CCEAD. However,

the Aquatic CCEAD Information Package will provide the essential information it is not a substitute for the training.

## **CONCLUSION**

The purpose of the training was to ensure that Aquatic CCEAD participants have a thorough understanding of the CCEAD protocols, in particular, the importance of confidentiality. The training workshop was developed and presented in three locations in Australia. An information package for Aquatic CCEAD participants was also developed to provide them with the appropriate information on CCEAD protocols. It is hoped that the outcome of this project is more effective management of aquatic animal disease emergencies through effective Aquatic CCEAD meetings. This outcome will benefit both the aquaculture industry and the importer/exporters of seafood. It will also have benefits for the Commonwealth and State/Territory governments with regards to appropriate management of aquatic animal disease emergencies and their political implications. Ensuring that disease emergencies are handled appropriately will maximise the chances that both international and national markets are maintained during and after the emergency.



## **APPENDIX 1 – INTELLECTUAL PROPERTY**

As a result of the workshops, an Aquatic CCEAD Information package was prepared - a copy of which is included at Appendix 4. The Department of Agriculture, Fisheries and Forestry and the Fisheries Research and Development Corporation have joint copyright of this Information Package.

## **APPENDIX 2 - STAFF ENGAGED ON PROJECT**

The Aquatic CCEAD training workshops were designed and run by Linda Walker and Jill Mortier of the Office of the Chief Veterinary Officer, Product Integrity, Animal and Plant Health within the Department of Agriculture, Fisheries and Forestry.

Dr Mark Crane of the Australian Animal Health Laboratory CSIRO Livestock Industries also presented a paper at each of the workshops. His contribution is gratefully acknowledged.

Drs Hugh Millar and Kevin Dunn provided their invaluable experience and knowledge on the terrestrial CCEAD at the Tasmanian and Brisbane workshops respectively.

## APPENDIX 3 –LIST OF PARTICIPANTS

### List of Participants

<b>Hobart</b>	<b>Broome</b>	<b>Brisbane</b>
Linda Walker (facilitator)	Linda Walker (facilitator)	Linda Walker (facilitator)
Karina Scott (facilitator)	Jill Mortier (facilitator)	Jill Mortier (facilitator)
Mark Crane (facilitator)	Mark Crane (facilitator)	Mark Crane (facilitator)
James Andrew (Dept of Fisheries, Vic)	Craig Astbury (Fisheries WA)	Simon Bewg (Qld DPI)
Kevin Ellard (Tas DPIWE)	James Brown (industry)	Tony Callan (PIAPH, DAFF)
Alistair Herfort (Product Integrity Animal and Plant Health, Australian Government Department of Agriculture, Fisheries and Forestry (DAFF))	Helen Cribb (Business, Industry and Resource Development, NT)	Dan Currey (Qld DPI)
Pheroze Jungalwalla (industry)	Paul Cookson (industry)	Kevin Dunn (Queensland CVO)
Mick Middleton (Deputy CVO, Tasmanian Department of Primary Industries, Water and Environment (DPIWE))	Snowy County (industry)	Tiina Hawkesford (Qld Department of Primary Industries (DPI))
Hugh Millar (Chief Veterinary Officer (CVO), Department of Primary Industries, Victoria)	Richard Davis (industry)	Colin Johnston (Primary Industries and Resources South Australia)
Innes Weir (industry)	Brian Jones (Fisheries WA)	Ramesh Perera (Biosecurity Australia, DAFF)
	Richard McLean (industry)	Lyndal Post (PIAPH, DAFF)
	Patrick Moase (industry)	Russell Rogers (Qld DPI)
	Tony Salisbury (Kimberley College of TAFE)	
	Grant Streeter (industry)	
	Karl Walden (industry)	
	Jamie Whitford (industry)	

**APPENDIX 4 – AQUATIC CCEAD INFORMATION PACKAGE**

# **FRDC Aquatic Animal Health Subprogram**

## **Aquatic Consultative Committee on Emergency Animal Disease (CCEAD) Information Package**

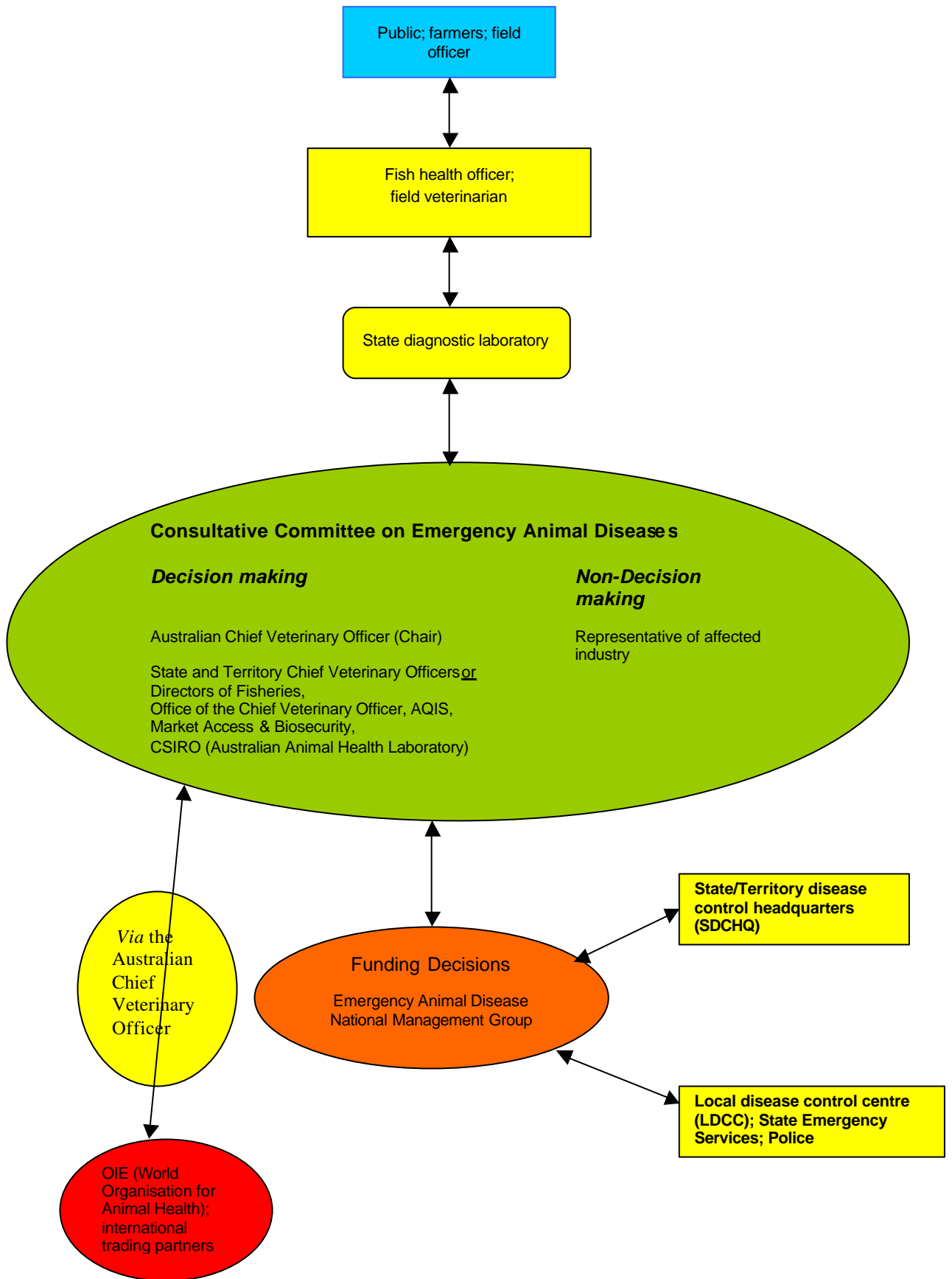
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- 1. CCEAD Flow Chart Showing Government and Industry Stakeholder Linkages**
- 2. CCEAD Operating Guidelines**
- 3. CCEAD Confidentiality Guidelines**
- 4. CCEAD – Tips for Participants**
- 5. Useful Web Sites**

Note: The information contained in this package is provided to support future training activities. It is not the intention that this package stand alone as a training manual. It provides essential information on CCEAD, however, it is not expected to be a substitute for an Aquatic CCEAD training course.

Copies of this document maybe obtained from the CCEAD Secretariat, Department of Agriculture, Fisheries and Forestry, GPO Box 858, Canberra, ACT, 2601.

1. FRDC Aquatic Animal Health Subprogram Aquatic CCEAD Information Package



**CCEAD flow chart showing government and industry stakeholder linkages**

# **Consultative Committee on Emergency Animal Diseases (CCEAD)**

## **A Committee of the Primary Industries Standing Committee (PISC)**

### **Operating Guidelines**

(Note this document will be subject to ongoing review - refer Section 10)

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## 1. CCEAD Mission Statement

The Consultative Committee on Emergency Animal Diseases (CCEAD) will, under PISC<sup>1</sup>, co-ordinate the national technical response to terrestrial and aquatic animal health emergencies in Australia in an effective and efficient manner, so as to meet international and domestic policy and legal obligations concerning management of such emergencies, and coordinate national approaches to problems of public health or trade significance in animals as required.

## 2. Scope of CCEAD Activities

CCEAD shares information about the evolution of events until it decides the disease or threat no longer exists or a national response is no longer required, at which time the responsibility for the issue may be handed to other bodies.

CCEAD is a coordinating body providing the technical link between the Commonwealth, States, Territories and Industry for animal health emergencies, as described in the Terms of Reference.

CCEAD provides a mechanism to enable rapid consultation and to facilitate a rapid national response to outbreaks of exotic disease, serious epizootics of Australian origin, or other situations that require national coordination such as problems of public health or of trade significance in animals.

CCEAD also acts under the Government and Livestock Industry Cost Sharing Deed in Respect of Emergency Animal Disease Responses (henceforth called “the Deed”<sup>2</sup>) as required.

CCEAD reports to PISC, PIMC<sup>3</sup> and NMG<sup>4</sup> as and when appropriate.

## 3. Terms of Reference

The terms of reference for CCEAD are:

- (a) to consult and advise on emergency terrestrial and aquatic animal health events. Such events include, but are not limited to, the occurrence of a suspected exotic disease in animals; serious epizootics of Australian origin; animal disease incidents of public health or trade significance; immediate disease threats to Australia; or major residue occurrences other than in cattle or sheep meats<sup>5</sup>;
- (b) to make judgements and provide advice regarding the presumptive and confirmatory diagnosis of outbreaks of exotic diseases of terrestrial and aquatic animals and for the purpose of invoking the provisions of the Deed;

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<sup>1</sup> Primary Industries Standing Committee

<sup>2</sup> The Deed is also known as the Emergency Animal Disease Response Agreement

<sup>3</sup> Primary Industries Ministerial Council

<sup>4</sup> National Emergency Animal Disease Management Group

<sup>5</sup> Major residue occurrences in cattle and sheep meats are covered by the SAFEMEAT Emergency Management Plan

- (c) to advise on eradication or control methods for presumptive or confirmed emergencies;
- (d) to facilitate Australia meeting its international reporting obligations in respect of emergency animal diseases;
- (e) to advise the NMG on emergency animal disease responses including provision of reports containing budgeted, committed and actual expenditure on an EAD Response Plan as required by Clause 1.2 (a) and (b) of Schedule 8 of the Deed; and
- (f) to advise PISC (and where appropriate NMG) of significant developments during an EAD response and when an emergency is over and on any post-emergency action, such as further research and revision of contingency plans (AUSVETPLAN and AQUAVETPLAN), which should be undertaken.

## 4. Membership

A member of CCEAD is defined as a person who has authority to take part in the decision-making processes of CCEAD for the particular issue under consideration by CCEAD.

### 4.1 Chairperson

The Australian Chief Veterinary Officer (ACVO) or his/her nominee convenes and chairs meetings of CCEAD for both terrestrial and aquatic emergency animal disease events.

### 4.2 Members representing Commonwealth animal health agencies

As well as the ACVO, Commonwealth members of CCEAD are:

- a nominee of the Executive Director of AQIS<sup>6</sup>;
- the nominated representative of CSIRO Livestock Industries.

For diseases not covered by the Deed (both terrestrial and aquatic), the General Manager of Animal Biosecurity, AFFA<sup>7</sup>; is also a member.

### 4.3 Members representing State and Territory animal health agencies

All State and Territory CVOs (or equivalents) are members of CCEAD.

For aquatic animal disease events, each jurisdiction is required to nominate a member. The membership of the aquatic CCEAD is shown in the table under the heading of Section 4.5.

Only one member from each jurisdiction may participate in decision-making. The arrangements between the CVO and Department of Fisheries may be supported within the jurisdiction by an MOU.

Members may be represented by other responsible persons who are delegates of the member of CCEAD.

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<sup>6</sup> Australian Quarantine and Inspection Service

<sup>7</sup> Agriculture, Fisheries and Forestry - Australia

#### 4.4 Participation by industry groups

Industry representatives may participate in CCEAD meetings whether or not the particular emergency disease is included in the Deed. However, where the disease is included in the Deed, the terms of their participation will be as specified in Clause 12.3 and Clause 4.3 of Schedule 8 of the Deed.

In all cases, proposed industry participants must give a written undertaking in advance to abide by all the requirements of the CCEAD Operating Guidelines including provisions on confidentiality and conflict of interest.

##### *Diseases not included in the Deed*

The affected animal industry(ies) may be formally requested by CCEAD to nominate a senior technically-competent representative to participate in CCEAD meetings. The representative nominated by the affected animal industry will require subsequent endorsement by the ACVO and the CCEAD member of the affected State/Territory.

Where the animal industry is a Member of Animal Health Australia (AHA), the nominee will be a person from the list of accredited representatives maintained by AHA.

Where the disease under consideration is not included in the Deed, industry representative(s) will participate as observers/resource persons, rather than as members of CCEAD.

##### *Diseases included in the Deed*

As provided by Clause 4.3 of Schedule 8 of the Deed, the affected industry(ies) will each nominate 1 representative drawn from the list of accredited representatives maintained by AHA.

Also, the industry parties collectively will nominate 1 representative drawn from the list of accredited representatives maintained by AHA.

Clause 12.3 of the Deed states that industry representatives will be involved in all meetings and consultation between Affected Parties concerning their Industry. The industry representatives will participate in these meetings and consultations as members of CCEAD.

Clause 12.3 also states that industry representatives must:

- be authorised in writing by their Industry Party to represent that Industry in the manner contemplated by the Deed;
- report regularly to, and consult appropriately with, their Industry.

#### 4.5 Table of members

A list of members of CCEAD for aquatic and terrestrial animal disease events follows.

Terrestrial Animal Disease Events	Aquatic Animal Disease Events
ACVO (Chair)	ACVO (Chair)
General Manager of Animal Biosecurity, AFFA <sup>8</sup>	General Manager of Animal Biosecurity, AFFA
AQIS representative	AQIS representative
CSIRO representative	CSIRO representative
CVO NSW	Director of Fisheries, NSW
CVO Victoria	CVO Victoria
CVO Tasmania	CVO Tasmania
CVO South Australia	Fish Health Manager, South Australia
CVO Western Australia	Executive Director, Dept of Fisheries, WA
CVO Northern Territory	Executive Director, Fisheries, Northern Territory
CVO Queensland	CVO Queensland
CVO Australian Capital Territory	Director of Fisheries, ACT
<i>For diseases under the Deed:</i>	
Affected industry(ies) Representative(s)	
Collective Industry Representative	

#### 4.6 Observers/resource persons

The number of observers/resource persons should be kept to the essential minimum. Members are responsible for ensuring that invited participants abide by the requirements of the CCEAD Operating Guidelines, including provisions of confidentiality and conflict of interest.

All participants must be declared at the start of each meeting.

- AHA has observer status on CCEAD.
- Members may invite persons within their own staff, with specific relevant expertise, to attend CCEAD meetings.
- With the approval of the Chair, other observers, resource persons, technical experts and Health and Environment Department staff may also be invited if appropriate to the emergency.
- Industry representatives who participate in CCEAD for matters outside of the Deed, do so as observers/resource persons.

### 5. Confidentiality requirements

<sup>8</sup>Only for those diseases not covered by the Deed

Subject to any legal obligation requiring release of information (FOI Act, court subpoena, parliamentary inquiry) all matters discussed at a CCEAD meeting are confidential and will not be released to the public without the approval of CCEAD.

Between meetings, information that has not been cleared for release by CCEAD may be released at the discretion of the Chair and the CCEAD member of the affected jurisdiction.

Clause 12.3 of the Deed states that industry representatives must sign a Confidentiality Deed Poll in the form set out in Schedule 9 to the Deed prior to participation in any activities pursuant to the Deed.

## **6. Conflict of Interest**

Where a CCEAD participant has a material, personal or financial interest in a matter that is before CCEAD, that participant should arrange an alternate to act in their place.

Where a CCEAD participant potentially has a material, personal or financial interest in a matter that is before CCEAD, this should be declared at the start of the first meeting in which they participate or when a potential conflict of interest first emerges.

## **7. CCEAD ‘Modus Operandi’**

The basis for calling a meeting of CCEAD is that an event described in Clause 3(a) above has occurred.

### **7.1 Convening CCEAD**

CCEAD is convened by the ACVO, on the basis of agreement between the Commonwealth and affected State/Territory members. Alternatively, a meeting can be convened by the ACVO at the request of 2 or more non-affected State/Territory members.

CCEAD normally meets by teleconference, but in-person meetings may also be convened by the ACVO when appropriate.

### **7.2 Decision making**

CCEAD normally makes decisions on a basis of consensus. It is expected that all parties to CCEAD discussions will ensure each has all appropriate available information on the issue for which it has been convened.

In the first instance it is the responsibility of the affected State/Territory to ensure CCEAD is provided with all available information relevant to the incident being considered as soon as possible, (preferably in writing), prior to the matter being considered by CCEAD.

CCEAD is not a legal entity, and as such, it does not have legal powers. Legal powers lie with the responsible persons in each jurisdiction.

### **7.3 Reporting lines**

CCEAD reports to PISC and PIMC and to NMG where appropriate.

### **7.4 Secretariat Support for CCEAD**

The Commonwealth provides a Secretariat for CCEAD. The Secretariat is responsible for the efficient operation of CCEAD business including collation, circulation and maintenance of documentation; arranging CCEAD meetings and their agendas; preparing meeting records and action lists and preparing reports for PISC.

The Secretariat must ensure that industry participants in CCEAD have signed the appropriate documentation regarding confidentiality prior to participation in meetings.

The Secretariat operates under the direction of the CCEAD chairperson.

### **7.5 Documentation**

Documentation should be sufficiently detailed to provide adequate evidence of the basis on which CCEAD has drawn its conclusions and made decisions. Where it is necessary to make decisions on the basis of incomplete data, documentation should record the relevant facts known by CCEAD at the time. Documentation must be adequate to enable a third party to understand the work performed and the basis for the principal decisions made.

Documentation should also cover financial aspects of CCEAD decisions in such a way as to ensure full accountability, including provision for any Australian National Audit Office or other audit requirements; to meet the requirements of the Deed and to meet Department of Finance and Senate Estimates Committee requirements.

Wherever possible, the combat state will provide a written situation report prior to the CCEAD meeting and pathology results will be submitted in writing as soon as practicable. Other members may also provide written reports on relevant matters.

Records of CCEAD meetings will be formally endorsed by members through an out-of-session process. A draft record will be circulated for comment with a response sheet. Comments and amendments will be incorporated into the draft to produce a final agreed record that will be circulated to members.

### **7.6 Establishment of Working Groups**

From time to time, CCEAD may establish working groups with appropriate State/Territory representation to assist with scientific and technical issues specific to particular emergency situations. CCEAD will provide working groups with terms of reference and timelines. (Appendix C contains further guidelines for working groups.)

## **8. Legal liabilities**

CCEAD is an advisory body. Agencies and industry groups represented on CCEAD bear sole legal responsibility for any actions taken arising out of a disease emergency or threat.

## **9. Public Relations/Media Communications**

CCEAD may agree to the public release of information following meetings. The final release will usually be agreed upon by the Chair of CCEAD and the CCEAD member of the affected State/Territory, together with the relevant authorities/organisation if there are public health, industry or environmental implications to the animal health emergency. All members will be provided with a copy of the final release.

## **10. Review**

CCEAD may review the CCEAD Operating Guidelines at any time to ensure that CCEAD meets the needs of government and industry in the most effective way. These Guidelines will be reviewed no later than 3 years after they come into operation.

Changes to these Operating Guidelines must be endorsed by PISC.



## Appendix A

### Roles and Responsibilities of Members

#### 1 Commonwealth

The Commonwealth:

- chairs CCEAD (refer section 4.1);
- prepares reports for PISC/PIMC and NMG where appropriate (refer sections 7.3 & 7.4);
- provides Secretariat support for CCEAD (refer section 7.4);
- makes international notifications (refer Appendix D); and
- negotiates revised animal health conditions with importing countries to maintain international market access for affected animals and animal products<sup>9</sup>.

Animal Biosecurity negotiates export conditions for live animals and animal genetic material with regard to animal health matters. It also provides advice on animal health quarantine policy and on international SPS<sup>10</sup> and World Trade Organisation obligations.

AQIS provides export certification and negotiates export conditions for animal products. AQIS implements quarantine policies at the border. AQIS is also responsible for advising the ACVO and as appropriate, State/Territory CVOs of threats that come to its notice.

The nominated representative of CSIRO Livestock Industries has a key role in providing diagnostic and research and development support (Appendices B and C) and in advising CCEAD on the results and significance of such investigations.

#### 2 States

The member from the affected State/Territory is required to:

- supply all relevant information of the circumstances and on-going issues associated with the event for which CCEAD is convened;
- submit a response plan, including information on how the event may be controlled, monitored or otherwise responded to in line with nationally agreed policies if they exist for the disease in question (e.g. AUSVETPLAN or AQUAVETPLAN). Schedule 4 of the Deed provides a useful template for this purpose.

Where the disease is included in the Deed, the member from the affected State/Territory must prepare, in consultation with CCEAD, an EAD Response Plan as described in Clause 7 of the Deed. A detailed guide to the structure and content of an EADRP is found in Schedule 4, Part A of the Deed.

When new information on the event becomes available, it is expected that the State/Territory will share that information within one day of obtaining the information.

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<sup>9</sup> The role of negotiating revised official market access animal health conditions strictly belongs to the Commonwealth. Independent approaches should not occur.

<sup>10</sup> Agreement on the application of sanitary and phytosanitary measures

The affected State will provide situation and progress reports and proposed actions, preferably in writing and preferably the day before a meeting of CCEAD, but in any case at least two hours before the start of any meeting.

### **3 Industry**

Under the Deed, Industry representatives will:

- Participate in meetings of CCEAD;
- Supply all relevant information, preferably in writing;
- Contribute to the development of EADRP's;
- Abide by decisions of CCEAD;
- Observe confidentiality and conflict of interest requirements;
- Where possible, complete a training program to be conducted by Animal Health Australia as part of the National EAD Training Program, and receive accreditation, in respect of the principles of EAD responses;
- Be authorised in writing by their Industry Party to represent that Industry in the manner contemplated by the Deed;
- Report regularly to, and consult appropriately with, their Industry.

### **4 General**

The Commonwealth and other States/Territories will make available any information they have about occurrence of the disease within their borders or overseas, preferably before the meeting in writing in line with the time lines specified for the affected State/Territory.

In the work of CCEAD, the parent organisations of members and observers will bear their own participation costs.

## Appendix B

### Diagnostic Support

#### **1. Roles of State Laboratories, Australian Animal Health Laboratory (AAHL) and Overseas Laboratories**

CCEAD relies upon the provision of accurate laboratory advice when making its decisions. Ideally, definitive laboratory results will be available from AAHL early in the incident.

The roles of laboratories in emergency animal disease responses are specified in the AUSVETPLAN Management Manual on Laboratory Preparedness (2nd Edition, 1996). Additional information is to be found in the Veterinary Committee protocols titled: “Procedures for Transmission of Diagnostic Specimens to or from AAHL”. In particular, the following clauses from this document are relevant:

- All primary or index case diagnostic testing for emergency disease incidents will be done at AAHL as far as is practical.
- Where a State laboratory wants to commence its own testing for the presence of a suspected emergency disease, parallel specimens will be consigned to AAHL that same day. The inclusion of AAHL at the earliest time in a suspected emergency disease outbreak is likely to add value to the outcome.

The timely provision of diagnostic support is critical to the management of disease emergencies. Laboratories, whether Commonwealth or State, have a duty of care to ensure that this occurs.

- **State and Territory Laboratories<sup>11</sup>**

State laboratories provide the resources to investigate the outbreak and carry out surveillance to define the extent of infection with a disease or residues with a chemical contamination. Diagnosis undertaken at a State/Territory laboratory will be decided by the relevant CVO. State laboratories, as part of the investigation team, provide technical advice to field staff and/or directly participate in initial outbreak investigations, collect samples for laboratory testing and notify the CVO of potential disease.

Following the confirmation of the diagnosis by CCEAD, State laboratories are responsible for laboratory support for epidemiological investigations, approved by CCEAD, to monitor the incidence and spread of the disease throughout the response phase and to prove zonal freedom and final eradication according to international standards.

State laboratory directors must ensure there is daily reporting of laboratory data to their CVO who in turn (if an exotic disease is suspected) will advise the Australian CVO.

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<sup>11</sup> A State or Territory Government Laboratory need not be government owned or operated, but must be government approved.

- **AAHL**

AAHL is responsible for the rapid and accurate diagnosis of exotic diseases of livestock and aquatic animals. AAHL provides diagnostic conclusions and advice on disease diagnosis, immediately this is available, to the CVO(s) of the State(s)/Territory involved and to the Australian CVO, with regular updates as needed.

AAHL provides support to State laboratories to enable them to carry out epidemiological surveillance, through the provision of diagnostic reagents and training as needed. AAHL may need to carry out initial surveillance work whilst State laboratories are gearing up to take over this responsibility. Subject to review by CCEAD, AAHL may need to do all the surveillance work in situations where State laboratories do not have the necessary microbiological security if live antigens are involved (e.g. FMD outbreak).

- **Overseas Laboratories**

Overseas laboratories do not normally play a primary role in the diagnosis of Australian animal diseases. They may be involved subsequently in providing special expertise on specific disease agents and, rarely, for confirmatory diagnosis. On rare occasions when an unknown new agent is suspected, samples may be sent to a range of overseas reference laboratories for testing for specific agents when AAHL advises CCEAD that it does not have that specific capability. Recommendations for overseas testing are made by AAHL to the appropriate State CVO and the ACVO for endorsement and then to CCEAD for consideration and advice.

## ***2. Timely Provision and Sharing of Diagnostic Information***

Significant laboratory results, including aetiological agent identification and characterisation; pathogenicity testing; molecular epidemiology and serological surveillance should be provided by State laboratories to their CVOs and by AAHL to the combatant State/Territory CVO and Australian CVO on a regular and timely basis throughout the emergency, preferably in writing.

In line with the above, CCEAD members are responsible for ensuring that all diagnostic information is shared among participating laboratories and is made available at the earliest time to CCEAD members. Diagnostic information from AAHL and elsewhere should be made available to the combatant CVO first. When CCEAD meetings are scheduled, this information must be in the hands of the combatant CVO preferably the day before, but at the latest two hours before the meeting so that he/she can present CCEAD with an epidemiological interpretation of the information.

## Research and Development Activities

### 1. Research components and planning arising out of CCEAD deliberations

From time to time, CCEAD may identify and communicate research needs and facilitate and monitor completion of research projects. Such projects may include urgent research necessary to progress diagnosis and post-outbreak research and development programs. In some instances, public health and wildlife authorities are essential participants in these projects.

As part of the process for concluding the emergency response program, CCEAD should advise PISC of any ongoing research and development needs.

### 2. Oversight and Co-ordination

CCEAD may appoint a broad based technical and scientific team and a co-ordinator to develop a national research and development program to support the emergency response and /or future preparedness. CCEAD and its industry participants play an important role in advocacy of this research, and obtaining additional funding and resources to conduct this work. They are also responsible for monitoring results and progress during the emergency response.

### 3. Publications and Intellectual Property

It is desirable that scientific information and conclusions from disease investigations be documented and published in peer-reviewed scientific journals. CCEAD members and the managers of agencies involved have a responsibility to ensure that this is done.

However, the interest in being first to publish must not be given priority over the rapid and accurate diagnosis of disease outbreaks, in the implementation of control strategies, and in the efficient communication of information. In particular, during the disease control response, it is unacceptable for any person to withhold any information for the purposes of obtaining publication priority, where that information is vital for the effectiveness of the response or for maintaining Australia's international reputation.

Where scientific information and conclusions from disease investigations under the auspices of CCEAD are published, full acknowledgment must be given by authors to all contributors to the research and discoveries reported in the published article, and to the prior work upon which are built the results published. This acknowledgment of all contributions is in addition to the legal requirement in the *Copyright Act 1968*, *i.e.* that the authorship of a work, such as a scientific article, be accurately attributed – in other words that all authors of the publication be named.

It is a matter for each agency involved in CCEAD to have its own arrangements in respect of ownership of copyright in articles by authors from their agencies.

Similarly the ownership of intellectual property in laboratory data, patentable inventions, and copyright works other than published articles, created through work done in disease outbreak prevention and control, is a matter for CCEAD members and managers of agencies. However CCEAD member agencies must ensure that intellectual property rights are not used by them or their staff to prevent data, discoveries,

inventions and other material developed for CCEAD purposes being used in disease prevention and control activities carried out under the general auspices of CCEAD.

## Appendix D

### Overseas Notifications

#### **1. Office International des Epizooties (OIE)**

The ACVO, as Australian delegate to OIE, is responsible for meeting the obligations for disease reporting to OIE and other international notifications of significant animal disease occurrences and changes to our animal health status.

Specific reporting obligations exist for both aquatic and terrestrial disease events. In some cases, notification is required within 24 hours of the first occurrence or re-occurrence of the disease. The prompt sharing of information between CCEAD members is critical for these reporting obligations to be met.

Subsequently, OIE is notified when zonal and national freedom from the disease are again attained (if appropriate). The timing of these notifications is determined by guidelines set by the OIE International Animal Health Code.

#### **2. Bilateral notification**

The ACVO is responsible for advising counterparts in near neighbour and special trade relationship countries of animal health emergency incidents as soon as possible.

The Commonwealth also fully briefs all Australian diplomatic posts overseas, with regular updates, both on the disease incident and the status of market access negotiations. Posts are instructed to use this information either reactively or pro-actively depending on circumstances.

#### **3. Internet Fora (eg Promed)**

The potential of Promed, an Internet server and mailing service for rapid dissemination of epidemiological and other scientific information on emergency and emerging animal, human, and plant diseases, should be sensibly utilised.

Whilst Promed is scientifically moderated, there is the potential for messages to be posted which are inaccurate and possibly damaging to the involved country. In order to ensure accurate reporting, CCEAD may consider posting an authoritative statement on Promed at the same time or soon after the OIE notification. This would normally be done by the CCEAD member of the outbreak State/Territory or the ACVO (or their representative), depending on circumstances.

CCEAD members should ensure that only approved messages are posted on Promed or other Internet sites by staff members of their organisations. Subscribers not directly involved in emergency disease responses in Australia should be discouraged from posting Promed messages based on media reports and other indirect sources. Individuals posting messages should not use a government e-mail address unless authorised to do so.

## Appendix E

## Agenda Template for CCEAD Meetings

A detailed draft agenda may be found in AUSVETPLAN Control Centres Management Manual (Part 1)

<b><u>Item</u></b>	<b><u>Presenter</u></b>
1 <b>OPENING</b> (See Appendix F – Checklist for Chair)	<b>Chair</b>
2 <b>REPORTS</b>	
2.1    State/Territory Report on suspect disease	<b>Affected Jurisdiction</b>
2.2    Laboratory Findings	<b>AAHL</b>
2.3    Technical Update on Disease	<b>AAHL/technical experts</b>
2.4    Industry situation report (where appropriate)	<b>Industry</b>
2.5    AUSVETPLAN/AQUAVETPLAN policy	<b>Affected Jurisdiction</b>
3 <b>PROPOSED ACTION</b>	<b>Affected Jurisdiction</b>
3.1    EAD Response Plan/Eradication plan	
3.2    Quarantine and movement controls	
3.3    Tracings	
3.4    Surveillance	
4 <b>DISCUSSIONS/CONCLUSIONS OF CCEAD</b>	<b>Chair/Members</b>
5 <b>MOVEMENT AND TRADE ISSUES</b>	<b>AQIS/BA/States</b>
6 <b>ADMINISTRATIVE ARRANGEMENTS</b> (including budget and resources)	<b>Affected Jurisdiction</b>
7 <b>NOTIFICATION TO INDUSTRY/INTERNATIONAL</b>	<b>Industry/ACVO</b>
8 <b>MEDIA RELEASE</b>	<b>Affected Jurisdiction/ ACVO</b>
9 <b>RECOMMENDATIONS TO PISC/NMG</b> (See Appendix G - Template report to NMG)	<b>Chair</b>
10 <b>OTHER BUSINESS</b>	
11 <b>NEXT MEETING</b>	



12 CLOSE

## Appendix F

### Checklist for Chair

- 1/ Welcome
- 2/ Declaration of observers/resource people/others
- 3/ Confidentiality requirements
- 4/ Conflict of interest
- 5/ Confirmation of agenda
- 6/ Members confirm possession of agenda papers
- 7/ Signal that decisions are made on the basis of current available information.  
Decisions will be reviewed as new information becomes available

## Appendix G

### Template Report to NMG

#### NATIONAL EMERGENCY ANIMAL DISEASE MANAGEMENT GROUP

Meeting Date  
Agenda Paper No.

#### *CCEAD Report on (Specify Disease and Affected State/Territory)*

#### OUTCOME SOUGHT

#### BACKGROUND

Such as:

- EAD Response Agreement
- Previous occurrences of this disease in Australia
- Disease situation report

#### ISSUES

Such as:

- Disease situation/eradicability
- Response options/plan (including resource implications)
- Vaccine issues
- International implications
- Media line

#### RECOMMENDATIONS

#### Attachments

Examples are:

- Situation Report prepared by affected jurisdiction
- Media release
- Media Speaking Points
- EAD Response Plan and costings

## Appendix H

### CONFIDENTIALITY DEED

- I, \_\_\_\_\_ of \_\_\_\_\_ acknowledge that:
1. I am participating in meetings of the Consultative Committee on Emergency Animal Diseases ('CCEAD') as a representative or observer of a member of CCEAD.
  2. In the course of my activities with CCEAD I will receive confidential information, which includes information acquired or produced by, or made available to me arising out of, or in connection with, my involvement in CCEAD ('Confidential Information').
  3. Confidential Information:
    - (1) may be used solely for the purpose for which it was given to me;
    - (2) must be kept confidential;
    - (3) may be disclosed by me only to persons who have a need to know (and only to the extent that each has a need to know) and who are aware and expressly agree that the Confidential Information must be kept confidential; and
    - (4) may be disclosed with the prior written approval of CCEAD.
  4. I must ensure that at all times I safeguard the Confidential Information from unauthorised use and disclosure.
  5. The obligations of confidentiality do not extend to information that:
    - (1) was rightfully in my possession before the date of this Deed; or
    - (2) is or becomes public knowledge (otherwise than as a result of a breach of this Deed).
  6. I:
    - (1) must return the Confidential Information to CCEAD on request; and
    - (2) acknowledge that this Deed does not create or transfer any interest in the Confidential

Information or any right in any intellectual property (other than the limited right to use the Confidential Information given under **clause 3(1)**).

7. I will abide by all the requirements of the CCEAD Operating Guidelines including provisions on confidentiality and conflict of interest.
  
8. If I have a material, personal or financial conflict of interest in a matter before the CCEAD I will declare that to the CCEAD and, if so required by CCEAD, arrange for an alternate to act in my place.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2002

**Signed sealed and delivered by**  
**[Name of signatory]** in the presence of

\_\_\_\_\_  
Signature of witness

?

\_\_\_\_\_  
**[name of signatory]**

?

\_\_\_\_\_  
Name of witness (print)

## Consultative Committee on Emergency Animal Diseases (CCEAD) Confidentiality Guidelines

In this document:

**Agency** refers to a member's parent group and includes Government Departments and Industry Groups.

**Chair** refers to the Chair of CCEAD. This position is held by the Australian Chief Veterinary Officer.

**Confidentiality Agreement** refers to the documents signed by industry representatives<sup>1</sup> prior to participating in training for and/or participating in CCEAD meetings. A register of these documents is kept by Animal Health Australia.

**Secretariat** refers to the committee Secretariat, which is currently provided by and located within AFFA. The Secretariat may be contacted at [ccead@affa.gov.au](mailto:ccead@affa.gov.au).

1. At all times, CCEAD endeavours to make decisions through consensus decision-making, based on the best available evidence at the time. Trust and confidentiality are vital to this process.
2. Before participating in a CCEAD meeting, industry members should have signed a Confidentiality Agreement. This is a legal document and any release of confidential information would constitute a breach.
3. Members are responsible for ensuring that invited participants (observers, technical experts etc) understand and abide by the requirements of confidentiality. Members must ensure that invited participants do not disclose particulars of discussions that took place at the meeting or meeting documents, such as minutes and agenda papers. It is preferable that invited industry participants sign Confidentiality Agreements, which the Secretariat can provide. In some cases, and at the discretion of the Chair, the involvement of invited participants may be limited to a section of the meeting.
4. As members are required to consult with technical experts and/or their Agency's National Management Group representative, they may report the recommendations/conclusions reached by CCEAD and the reasons for these recommendations within the Agency.
5. Members should exercise discretion when using other members' names, and should avoid using the names or other identifying details of affected producers, properties and companies.
6. Members should not communicate the deliberations of the meeting (eg who said what), or distribute the minutes of the meeting (draft or otherwise) outside of guideline 4.
7. Members should not speak to the media on behalf of CCEAD. If an agreed media line is decided during a meeting, members may speak to the media along these lines but do so as a member of CCEAD, not on behalf of CCEAD. Members must not disclose particulars of discussions that took place at the meeting or meeting documents, such as minutes and agenda papers.
8. Should a member wish clarification on the confidentiality requirements, they should contact the CCEAD Chair or Secretariat.

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<sup>1</sup> Government participants in CCEAD are bound to adhere to confidentiality provisions of Codes of Conduct that are supported by legislation. For instance, Commonwealth employees are bound by the Australian Public Service Codes of Conduct and Values, which are underpinned by the *Public Service Act, 1999*.

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## Consultative Committee on Emergency Animal Diseases (CCEAD) - Tips for Participants

### Secretariat Details

Phone: (02) 6272 4009      Facsimile: (02) 6273 5237  
(02) 6272 3425      email: ccead@daff.gov.au

### Checklist for Secretariat

Have you provided the Secretariat with your:

- correct phone number (and alternative contact if available)
- correct *secure* facsimile number (much of the paperwork circulated is of a sensitive nature)
- correct email address
- your EA/PA details if necessary/appropriate?

### Teleconferences

Many CCEAD teleconferences are called at very short notice – sometimes as little as two hours. For the teleconference to run smoothly, it is important that all participants are prepared.

Prior to the teleconference, please check whether you have the agenda and all relevant papers. Please check your email and/or facsimile machines before calling the Secretariat, but if you are aware that you do not have the necessary papers, the Secretariat will endeavour to provide them. Please note that papers may arrive just before or even during the meeting.

If there is more than one person on your number *please*:

- provide their names to the Secretariat so that they can be properly recorded in the minutes
- provide them with copies of all relevant papers
- remind them of the confidentiality requirements and conflict of interest declarations associated with CCEAD meetings.

If you are not participating in a meeting:

- who is?
- have you provided their details to the Secretariat?
- have you provided them with copies of the relevant papers?

Participation via fixed landline is preferred. If you must use your mobile please make every effort to reduce background noise. Avoid moving around and, where possible, find somewhere quiet. Please be patient when waiting to be connected to the teleconference as it takes some time to connect all participants.

When speaking at the teleconference, please identify yourself each time you speak, as it can be difficult to recognize speakers' voices.

In the event you are disconnected, *do not* call the Secretariat. The teleconference is closely monitored by the conference agency and they will reconnect you as soon as possible.

If you have to leave a meeting before it closes, please let the Secretariat know so that this can be done with as little disruption to the meeting as possible.

## Useful Web Sites

Aquatic Animal Health (<http://www.daff.gov.au/aquaticanimalhealth>)

AQUAPLAN (<http://www.daff.gov.au/aquaplan>)

Australian Aquatic Animal Disease Identification Field Guide (flyer at <http://www.daff.gov.au/aquaticanimalhealth>). The revised edition will be on the Aquatic Animal Health website in 2004.

OIE disease lists ([http://www.oie.int/eng/maladies/en\\_classification.htm](http://www.oie.int/eng/maladies/en_classification.htm))

Disease technical cards published by the OIE  
[http://www.oie.int/fdc/eng/en\\_diseasecard.htm](http://www.oie.int/fdc/eng/en_diseasecard.htm)

AQUAVETPLAN (<http://www.daff.gov.au/aquavetplan>) also available on CD Rom

OIE Aquatic Animal Health Code  
([http://www.oie.int/eng/normes/fcode/A\\_summry.htm](http://www.oie.int/eng/normes/fcode/A_summry.htm))

OIE Manual of Diagnostic Tests for Aquatic Animals  
([http://www.oie.int/eng/normes/fmanual/A\\_summry.htm](http://www.oie.int/eng/normes/fmanual/A_summry.htm))