

Great Lakes Border Health Initiative Food Protection and Defense Subcommittee

Terms of Reference – August 2011-July 2012

Overview

The Great Lakes Border Health Initiative Food Protection and Defense Subcommittee has representation from health and agriculture agencies for the U.S. states of Michigan, Minnesota, New York, Ohio, Pennsylvania, Wisconsin, Indiana and the Canadian province of Ontario as well as U.S. and Canadian federal agencies and local health agencies near international borders to improve collaborative early warning infectious disease surveillance and response as it relates to food protection and safety issues between our jurisdictions.

1. Committee Mandate and Key Tasks

- (1) Continue to promote GLBHI with senior management in our respective organizations.
- (2) Participate in food safety related exercises or emergency simulations when they are organized at the local/state/provincial or federal level.
- (3) Map out state, provincial and federal laws as they relate to food safety and our authority to act.
- (4) Continue to recruit local/state/provincial and federal food safety experts into GLBHI.
- (5) Provide presentations by representatives of the FPDSC on their respective roles and responsibilities as they relate to food safety and surveillance.
- (6) Continue to share strategies related to food safety surveillance and investigation of foodborne illnesses and deliberate attacks on the food supply in order to improve the effectiveness of disease control efforts in the GLBHI region.
- (7) Explore the Incident Command system (ICS) as it relates to food safety emergency management.
- (8) Promote the use of FoodSHIELD to organize meetings and share food safety information with the Working Group.

2. **Membership**

At the minimum will aim to include:

- Committee Chair(s) – a U.S. and Canadian co-lead
- Representative(s) from each U.S. Federal/ State agriculture/health and local health agencies
- Representative(s) from each Canadian Federal/Provincial agriculture/health and local health agencies
- Other key stakeholders as identified by the committee

3. **Structure**

- Food Protection and Defense Subcommittee will appoint its own bi-national Co-Chairs. The Co-Chairs will represent the sub-committee for a period of two years at which time a new Co-Chair will be elected.
- Subcommittee Chairs will report on actions, activities and needs each month at the Steering Committee teleconference.

4. **Administration**

- Meetings will be in-person or by teleconference with frequency to be determined jointly by the involved membership.
 - Sunset: this committee will complete its work after one calendar year and may be re-constituted, with re-negotiated Terms of Reference, with the agreement of GLBHI Steering Committee.
 - This committee will reach agreement based upon a consensus of the members.
 - Agendas, minutes and relevant documents for each meeting will be distributed electronically prior to the meeting date.
 - Draft minutes will be distributed 14 days after the meeting for review, comments and follow-up on action items. Minutes of the meeting will be taken outlining Committee discussion, decisions and recommendations.
5. **These terms of Reference will be reviewed and amended as needed by the subcommittee but not less than every year.**