

Ministry for Primary Industries Verification Services and Professional Verifiers Institute Library Resource

MEMORANDUM OF UNDERSTANDING BETWEEN MPI VS AND PVI

PURPOSE

This MOU outlines the agreement between MPI VS and PVI relating to the development and operation of the MPI VS/PVI library both in prototype and its full format. This agreement will be reviewed regularly and amended as the library develops and changes accordingly.

This agreement describes the:

- Background
- Process for the development and operation of the Library
- Format and Location
- Access to Library
- Development and Maintenance of the Library

Background

As the newly agreed Collective Agreement has at least some entitlements that are principle based (and this portion is expected to increase over time) the library provides a number of sets of principles and practices learnt from situations where MPI VS and PVI have been able to come to agreement as to how to deal with an issue. This library can be then used as a reference in practice by both the RTMs and Delegates (and RBCs/members) for interpreting the clauses of the Collective Agreement which are principle based entitlements and where there is not a lot of detail. Issues arising should continue to be resolved at the lowest practical level.

Associated with this, Verifiers as professionals will be trusted to make judgements (based on principles rather than prescriptive rules) on matters such as whether, how and how much to charge for home based certification, overtime, and so on.

The principles underlying this agreement are those outlined in Clause 1 of the PVI/MPI Collective Employment Agreement:

“to foster a relationship of mutual trust, fairness and confidence to enable the parties to support MPI values and purpose.”

Process for the Development and Operation of the Library:

The initial topics that will reside in the library have arisen from

- a) cases that have been dealt with over the previous period since PVI came into existence; e.g. transfer expenses; or

- b) from the need for clarification or guidance on matters discussed in the 2013 Collective Agreement Negotiations and listed in the Terms of Settlement; e.g. Hours of Work, HDA, Call back (away from Premises), and Critical Friend.

Further topics can be brought to the Library entrance by either party but must be agreed by both before being added as a topic.

The topics in the Library will be either:

- agreed by RTMs and Delegates and lodged in the library, or
- going through an issues resolution process, to be agreed.

The initial management decision will apply on these topics in the interim till resolution. MPI business rules need to be considered when reaching agreement.

Once items have been agreed, the topic document will be signed off by the MPI VS Director and PVI President as Trustees of the library and no changes will be made without their joint sign-off. PVI shall appoint a delegate (“the Librarian”) who shall be responsible for access and maintenance of the library as well as guidance for members in its use. Version Control will be the ultimate responsibility of the PVI Librarian following agreement and signature by both parties.

Format and Location:

Each topic will comprise:

- **Essence** – the fundamental nature of the topic and that of a professional verifier who has mastery of both the topic and the principles of fairness ~ trust ~ confidence while conducting themselves in their work.
- **Principles** – guiding ideas and insights to apply to the topic at hand.
- **Application** – application of the principles to the specific clauses of the CEA.
- **Practices** – cases demonstrating the application of the principles in actual situations.

The library will be stored online with a copy maintained by PVI.

Access to Library:

Access would be direct for RTMs, RBCs and other Managers with a legitimate interest; all verifiers in MPI VS and other employees with a legitimate interest. Essentially, the Library information is freely accessible to all, through various gateways.

Development and Maintenance of Library

The prototype library will be jointly and proportionately resourced and developed, and it will be presented at the first meeting of both the RTMs’ meeting and delegates’ forum in 2014 and a minimum of annually thereafter. The prototype will provide a cross section of topics agreed through the bargaining process, and authored by an agreed contractor with help from RTM HR and PVI agent. A joint session of RTMs and delegates will be held to accept and finalise the library topics and processes. The intention is that the scaffolding of external support be reduced at that point to that required for scheduled authoring assistance on new topics for insertion.



Signed:

**Director,
MPI Verification Services**

**President,
Professional Verifiers Institute**

Date:

25/03/2014

27/03/2014