



**Advisory Committee for Canadian Accredited Seed Laboratory Proficiency Monitoring Program**

**Members of the Advisory Committee January 2018 to December 2020:**

Chair:

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## Role of the Advisory Committee

1. Facilitate communication between program participants and program provider, so that program objectives and participant concerns can be discussed or addressed.
2. Receive complaints and appeals from participants; assist the resolution and investigation of complaints and appeals where appropriate.
3. Review and assist in planning proficiency testing schemes; review procedures and instructions of the proficiency monitoring program.
4. Evaluation of proficiency test results annually regarding overall performance of participating labs.
5. Comment on the results and performance of participants as a whole, and where appropriate, groups of participants or individual participants.
6. Assist with the resolution of any technical difficulties or other remarks raised by participants in proficiency testing rounds.
7. Provision of advice for participants (within limits of confidentiality), either individually or within the report.
8. Communicate with stakeholders about the program, such as Canadian Seed Growers' Association (CSGA), Canadian Seed Trade Association (CSTA), and Canadian Grain Commission (CGC).

## Role of Members of the Advisory Committee

1. Represent all stakeholders' interest within the advisory committee through sharing information and coordinating with program provider and participants.
2. Facilitate communication between program participants and program provider, so that program objectives and participant concerns can be discussed and addressed.

## Frequency of Meetings

1. Annual teleconference or as needed.
2. Face-to face meeting at the CSAAC annual meeting if possible.

## Notes:

- The commitment of members would include participating in conference calls and one face to face meeting if possible at the CSAAC annual meeting and provide service for 3-year term.
- The committee membership will be renewed every three years. Please contact SSTS at [SSTS@inspection.gc.ca](mailto:SSTS@inspection.gc.ca) if you would like to volunteer to be on this advisory committee.
- This document shall be reviewed annually.