

Canadian Fertilizer
Products Forum



Forum canadien sur
les produits fertilisants

Fall 2008 Stakeholder Meeting Proceedings

FINAL

November 2008

Executive Summary

The 2008 Fall Stakeholder Meeting was held in Ottawa in Ottawa on October 15 and 16, 2008; the first day was hosted by the Canadian Fertilizer Products Forum (CFPF) and the second day was hosted by the Canadian Food Inspection Agency (CFIA). The CFPF meeting provided members a final opportunity to reflect on the last two years of work and assess the future of the CFPF. Approximately 70 individuals participated in both events, drawing people from a variety of fertilizer and supplement industries, farm organizations, producer associations, other stakeholder groups and government.

The CFPF meeting provided stakeholders an opportunity to:

- discuss relevant regulatory and product-specific issues
- identify emerging issues and priorities for the upcoming year
- receive budget and project updates
- share updates from CFPF Working Groups
- discuss outcomes of the last two years
- confirm a path forward for the CFPF

The CFIA hosted session provided the stakeholders with an opportunity to hold discussions with the staff of the Fertilizer Program about future priorities for the CFIA.

The CFPF meeting focused on the successes of the past two years and the future of the organization. The meeting also provided opportunity for participants to hear speakers discuss how the fertilizer and supplements industry can help solve some of the world's biggest challenges. During the meeting the membership also confirmed the existing CFPF Executive for another term.

The second day of the meeting, hosted by the CFIA provided an opportunity for all stakeholders to give input into the Fertilizer Program Strategic Action Plan and to initiate discussion on several policy issues.

A number of key learnings were shared during the two days of stakeholder meetings. These included:

1. Throughout the past two years, contributions made by the CFPF membership have been tremendous.
2. The CFPF is a best of class model for stakeholder consultation.
3. The hard work of the CFPF is making a difference. The CFIA has implemented some of the CFPF's recommendations and has included most of the remaining recommendations in their Strategic Action Plan for the upcoming years.
4. The CFPF Executive Committee worked with the CFIA to develop a file backlog reduction plan and to implement several key modernization priorities.
5. The CFPF has produced plenty of recommendations and reports, some of which have been implemented and other are under consideration.
6. Stakeholders and the government need to continue with their modernization efforts to help find solutions for some of the world's most pressing problems – feeding more people, dealing with climate change, and delivering on the consumers demand for greater attention to food safety and the environment.

7. A number of crises around the world are having a profound affect on regulatory oversight for the food value chain. Fertilizers and supplements will not go untouched by this change.
8. Compliance and enforcement has advanced but there are still plenty of issues that need attention in regard to this topic.

During the meeting there was considerable discussion about the value of the CFPF continuing its work. With Advancing Canadian Agriculture and Agri-Food funding coming to an end and plenty of enthusiasm to continue the work of the CFPF, the participants explored a number of options for continuity of the CFPF. The general consensus for a path forward was a “minimal cost to members” option.

This “minimal cost to members” option will be made possible by the generous provision of services by the Canadian Fertilizer Institute, including:

- web site maintenance
- distribution of updates to members
- coordination and cost of teleconference calls for four Executive Committee meetings per year
- assistance in organizing one conference per year on a cost-recovery basis.

and by the contributions of stakeholder volunteers. If additional funding becomes available, other options included later in this report will be considered.

This report is a summary of the decisions, discussion and presentations delivered during the meeting. To view the full complement of presentations, go to the CFPF web site: <http://cfpf-fcpf.ca> For details on the CFIA mid-year regulatory workshop on Fertilizer Program Modernization, consult the CFIA web site.

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Background

Stakeholders of the fertilizer products industry have devoted extensive resources toward the culmination of two years worth of work by the Canadian Fertilizer Products Forum (CFPF). From volunteering time and contributing expenses toward participation in the CFPF Executive Committee and Working Groups, to housing the CFPF offices and guiding the execution of the Advancing Canadian Agriculture and Agri-Food-funded initiative, stakeholder contribution to the project is extensive.

The 2008 Fall Stakeholder Meeting of the Canadian Fertilizer Products Forum (CFPF) was held in Ottawa October 15, 2008. The meeting provided members a final opportunity to reflect on the last two years of work and assess the future of the CFPF.

The two-day meeting provided stakeholders an opportunity to:

- discuss relevant regulatory and product-specific issues
- identify emerging issues and priorities for the upcoming year
- receive budget and project updates
- share updates from CFPF Working Groups
- discuss outcomes of the last two years
- confirm a path forward for the CFPF

The second day of the meeting, hosted by the CFIA, provided an opportunity for all stakeholders to give input into the CFIA Fertilizer Program Strategic Action Plan and to initiate discussion on several policy issues.

Approximately 70 individuals participated in the two-day event, drawing people from a variety of fertilizer and supplement industries, farm organizations, producer associations, other stakeholder groups and the government (for a listing of attendees, see Appendix B).

The proceedings report that follows is a summary of the decisions, discussion and presentations delivered during the two days of meetings (see appendix A for detailed agendas for both meetings). To view the full complement of presentations, go to the CFPF web site: <http://cfpf-fcpf.ca> For a copy of the official CFIA meeting proceedings,, visit the CFIA web site.

General Conclusions and Outcomes

During the Fall Stakeholder meetings, extensive discussions resulted in a number of key learnings. A summary is listed below.

1. Throughout the past two years the contributions made by the CFPF membership have been tremendous.
2. The CFPF is a best of class model for stakeholder consultation.
3. The hard work of the CFPF is making a difference. The CFIA has implemented some of the CFPF's recommendations and has included most of the remaining recommendations in their Strategic Action Plan for the upcoming years.

4. The CFPF Executive Committee worked with the CFIA to develop a file backlog reduction plan and to implement several key modernization priorities.
5. The CFPF has produced plenty of recommendations and reports, some of which have been implemented and other are under consideration.
6. Stakeholders must continue improving the regulatory framework so that fertilizers and supplements can help find solutions for some of the world's most pressing problems – feeding more people, dealing with climate change and delivering on demands for enhanced food safety and greater care for the environment.
7. Developing internationally harmonized fertilizer protocols takes extensive commitments from industry.
8. A number of crises in Canada and around the world are having a profound affect on regulatory oversight for the food value chain. Fertilizers and supplements will not go untouched by this change.
9. The CFPF confirmed a number of existing priorities and discussed new ones that must be understood so that new technologies can enter the marketplace without substantial delay.
10. Compliance and enforcement has advanced but there are still plenty of issues that need attention in regard to this topic.
11. Advancing Canadian Agriculture and Agri-Food funding has allowed the CFPF to achieve great things. Going forward, industry will seek out new, lower-cost models that support a consultative framework.
12. The CFIA received input from the CFPF members about the priorities for the Fertilizer Program Strategic Action Plan.
13. Members commented on a number of CFIA discussion documents. Several adhoc Working Groups will be formed to provide input to the CFIA on specific issues.
14. The CFPF membership confirmed the existing Executive for another year.

A Path Forward for 2009

One of the most significant issues discussed during the CFPF meeting was a path forward for the CFPF. With plenty of enthusiasm to continue the work of the CFPF, participants explored several options for continuity of the CFPF. The general consensus for a path forward was a “minimal cost to members” option for the upcoming year.

This “minimal cost to members” option will be made possible by the generous provision of specified services by the Canadian Fertilizer Institute, including:

- web site maintenance
- distribution of updates to members
- coordination and cost of teleconference calls for four Executive Committee meetings per year
- assistance in organizing one conference per year, on a cost-recovery basis.

and by the contributions of stakeholder volunteers. If additional funding becomes available, other options included later in this report will be considered.

CFPF Meeting Highlights October 15, 2008

Welcome and Opening Remarks

Peter McCann, CFPF Chairperson

Peter McCann opened the meeting by welcoming attendees and thanking everyone for their extensive contributions throughout the past two years. He noted the contribution that the Forum has made to improve the regulatory climate for fertilizers and supplements in Canada, saying that “the way fertilizers are regulated is an important foundation to improving crop yield through improved plant nutrition in Canada.”

In his address, McCann said that while the fertilizer and supplements industry exists to help people realize the full potential of their crops, there is more to be done to further enhance productivity gains by improving accessibility to innovative products that are already approved in other countries but not in Canada. And this must all be achieved with the interests of consumer and environmental safety in mind.

McCann challenged participants to actively participate in discussions about the future of the fertilizer and supplements industry, including developing consensus on a path forward for the CFPF. He also recognized the CFIA for their “meaningful and pro-active contributions” to the CFPF.

Keynote Address: Effective Collaboration

Paul Mayers, Acting Assoc Vice-President, CFIA

In his current role, Paul Mayers heads up modernization initiatives at the CFIA with the objective of responding to the economic, social and scientific challenges related to food safety, animal health and plant health in Canada’s agriculture and agri-food sectors.

In his address, Mayers thanked CFPF members for supporting the CFIA’s efforts to modernize its policies, systems and programs, as related to fertilizers and supplements. He noted that by bringing together a wide range of stakeholders in the fertilizer products industry, the CFPF has helped identify issues of common concern, establish priorities and develop strategies and actions.

“With rising international demand for food; the demand for innovative, high-quality and safe fertilizer and supplement products will only increase. The CFPF’s work in support of the modernization of the CFIA’s standards, policies, regulations and programs for fertilizer and supplement products contributes to the CFIA’s and the Government of Canada’s efforts to respond to this challenge.”

Examples of modernization initiatives that the CFPF has contributed to, include:

- Helped CFIA establish new service standards and procedures for product assessments and approvals,
- Supported the CFIA in reducing the backlog,
- Redesigned the framework for conducting research trials on novel supplements and a new streamlined regulatory approval process is now in place for obtaining research authorizations,

- Revised efficacy data requirements for regulated fertilizers and supplements,
- New guidance materials have been distributed,
- A list of registered products has been posted on the CFIA web site,
- Letters have been sent to retailers explaining their responsibilities under the *Fertilizer Act and Regulations*.

Mayers expressed that the CFPF efforts to “identify current and emerging issues, risks, challenges and opportunities facing the fertilizer and supplement sector is critical to the success of on-going modernization at the CFIA”.

In closing, Mayers assured the CFPF that the CFIA “is committed to the ongoing modernization of its regulatory system and to improving program delivery in the interest of all Canadians”, and he thanked the CFPF for its continued support.

Contemporary Agriculture: Solutions for a Modern Society

Dale Kelly, Past President of the Agricultural Institute of Canada/Vice-President Saskatchewan Research Council

In his presentation, Dale Kelly spoke about the challenges facing modern society and how contemporary agriculture can be part of the solution to the population explosion, climate change, the health care crisis and in sustaining our environment. He challenged the audience to look to new inclusive partnerships and to challenge old paradigms to find sustainable ways to solve the world’s biggest problems. Over arching themes of his presentation included:

- This is a global community.
- Flexibility will be required to succeed in the future.
- Contemporary societal problems won’t be solved by looking to the past but my challenging the status quo.

Kelly’s presentation focused on how the world is facing rapidly increasing demand with limited resources, “as a result we must work together to do more with less resources”. He highlighted several of the world’s most challenging issues:

Fossil Fuels. Neither fossil fuel resources, nor our environment, will keep up with increased demand.

Population Explosion. 1.6 billion people will be added to the world’s population by 2025 and the world population will reach 9 to 10 billion by 2050. By that time only 10% of the population will be located in today’s developed world.

World under Pressure. Agricultural production will need to double by 2050 just to meet the world’s food demands.

Climate Change. The average global temperatures could rise by 1.4 to 5.8 Celsius over the next century. Decreasing winter snow falls mean less water in the spring, impacting wildlife, forestry, agriculture and tourism. Around the world, prolonged droughts, excessive rainfall, and new pests are impacting the quality and quantity of food, feed and fibre.

Health Crisis. It is estimated that in 10 years 75% of the U.S. population will be considered overweight or obese. In Canada four million people aged 18 or older are obese and researchers estimate the cost of that obesity at \$95 billion.

In his analysis, Kelly commented that contemporary agriculture, grounded in cutting edge science and research, is well positioned to contribute to society and help resolve these issues. “Canada has never been better positioned to have an impact. Six billion people are increasingly turning to our agrarian resource base to provide safe and nutritious food as well as renewable fuels, materials and pharmaceuticals, and carbon sequestration.”

“We have some of the world’s best farmers, a solid foundation of research and policies that support innovation, and an agri-resource base that is not under the same magnitude of stress that exists in most other regions of the world. But, the industry needs to push the boundaries and continue to establish new ones.”

He suggested that the fertilizer and supplements industry can help solve these problems but to do so it must make smart investments in science, HR capacity, extension and marketing efforts, as well as in their advocacy with governments, universities and research centres. In addition, the industry needs to work across disciplines throughout the value chain.

In summing up his presentation, Kelly said, “Contemporary agriculture is about integration and connectiveness, locally and globally. It’s about reaching while still staying grounded in science and technology. And, it’s about realizing that we’re redefining as we go forward. The main thing is that we move forward together, committed, focused and excited about what’s to come.”

Why Harmonization?

Ross Mireau, Potash Corp

Ross Mireau presented a case for harmonization of fertilizer sampling and analysis methods. With standards differing around the world and fertilizers being traded on a worldwide scale, it is only prudent for the industry to develop commonly accepted standards across political boundaries. Harmonization will help to:

- Improve the environment for globally traded fertilizers,
- Facilitate understanding of regulatory requirements and contract obligations around the world,
- Facilitate business-to-business transactions, and
- Minimize deficiencies, disputes and claims.

With the goal of harmonization in mind, beginning January 2007, the International Fertilizer Association formed a Task Force to identify action steps to increase harmonization of sampling and analytical methods for nitrogen, DAP, MAP and potash. Ross Mireau participates in this Task Force.

The Task Force responsibility is three-fold:

1. To identify the best practice methods for sampling and analysis for said fertilizers based on defensible criteria for use by industry on a voluntary basis.
2. To roll out the list of recommended methods for international trade through the IFA and to manage a communications plan to support successful uptake.
3. To study the interest in developing a model contract for use in international fertilizer sales.

The Task Force has divided its responsibilities into four separate initiatives, including:

- Bulk vessel sampling – moving belt
- Total Nitrogen
- Available - P_2O_5
- Soluble Potash - K_2O

Mireau outlined the process that is being employed by the Task Force and gave a detailed progress report on the activities of each of the four initiatives. In concluding, Mireau called upon the Canadian industry to participate by:

- Ensuring organization's interests are represented at the Task Force,
- Responding to Task Force communication,
- Suggesting names of expert reviewers,
- Participating in collaborative studies,
- Suggesting methods for study, and
- Becoming a member of AOACI

During a brief Q&A session, the plenary discussed how international harmonization of NPK standards could be applied to other fertilizer products such as micronutrients.

Priority Setting and Issues Identification Discussion

Clyde Graham, Executive Director CFPF

Clyde Graham opened his presentation by reviewing the CFPF mission and reflecting on the issues that were identified as being most important for the CFPF to work on during its tenure. In addition, he reviewed specific recommendations that had been sent to the CFIA for consideration, including:

- Efficacy
- T-4-103
- Enforcement of non-compliant products
- CFIA service standards
- A Path Forward for CFQAP
- Fertilizer definitions
- Biosolids discussion document on Waste vs. Product

Graham also reflected on the need for a regulatory and business environment that is science-based. Without science, it will be increasingly difficult to defend fertilizer and supplement products as people challenge agriculture's impact on the environment and society. And this impact is being compounded by bigger pictures issues such as:

A. Food safety

The listeriosis crisis has challenged consumer confidence in food safety and is likely to cause systemic changes at the CFIA. There are already calls for a full-scale public inquiry into the food inspection system that may have a ripple down effect on fertilizer and supplements. Issues that could rise to the forefront include government versus third-party inspection and mandatory versus voluntary systems.

The melamine incident with baby formula in China implicated fertilizers when the media reported that melamine is used in fertilizers in China. Even though melamine is not used in Canadian fertilizers, the Canadian public still has a perception that there is a linkage.

New supply chains are bypassing traditional points of inspection creating potential safety issues. Containers, 500 kg bags and internet sales are slipping through the inspection cracks.

B. Food security

The world needs to feed 2.2 billion more people in the next 30 years and this will have to be done by increasing productivity because, the land base for food production will continue to shrink.

C. Environmental concerns

The current level of scrutiny that agricultural products are coming under will not be abated in the future as stories of nitrate groundwater contamination, dead zones and loss of biodiversity, and climate change continue in the headlines. While this is causing concern for fertilizers it also offers opportunity for new products such as slow/controlled release fertilizers, supplements and wider application of conservation tillage practices.

In wrapping up the bigger picture, Graham concluded that the level of public concern has created a new business environment for fertilizers in Canada.

- The fertilizer industry has never before received this much attention – both positive and negative – and this won't end soon.
- Fertilizers and supplements have an important role to play in feeding the world so consumer confidence in food and fertilizer is important.
- In this new era, fertilizer and supplements products will be under perpetual public scrutiny.

Graham noted a number of important issues that may be priorities for the CFPF in the future, including:

- Micronutrient specific efficacy requirements and slow/controlled release fertilizers
- Program delivery, enforcement and compliance
- Low and No phosphate lawn fertilizer policy/fertilizer stewardship
- Dual property microbial products/ rhizobia specific requirements
- Science-based regulation
- Marketplace enforcement
- Changes to supply chain bypassing CFIA checkpoints
- Environmental labelling on packages
- New sources of nutrients (bio-solids and compost)
- Quality assurance (less focus on blends)
- New technologies (slow release/enhanced efficiency fertilizer, nanotechnology)
- Impact of biofuels
- Growth in organic agriculture
- Fertilizer value

DISCUSSION

At the conclusion of his presentation, Graham opened the floor to a discussion on three questions:

1. What should CFPF priorities be going forward given the CFPF will need to be leaner and focus on doing a few things well. Issues that are cross-cutting derive value for whole industry sector.
2. What outstanding or new issues should CFPF address?
3. What is the role of CFPF in resolving these issues?

The stakeholders identified several important challenges facing the sector:

Market foresight: As fertilizer prices increase, the demand for new and innovative products will increase. The demands on the regulatory agency to assess these products properly and quickly are essential. To achieve this, the CFIA needs well-trained staff that has the right expertise to deal with leading-edge technology.

Environmental stewardship: CFIA will be drawn in more and more by government bodies to deal with issues related to the environment. Questions that are being asked include: Are fertilizers used properly in the environment? Are there label changes that should be made to ensure consumers use the products properly, thus providing better consumer and environmental protection?

Inspection of non-traditional supply chains: Currently, inspection is being organized to target traditional supply chains from manufacturer to retail but as new supply chains emerge, such as internet marketing and overseas container shipments, the CFIA needs to assess how it can undertake inspection to reach these alternate supply chains.

Expanded advertising claims: Some companies are choosing to reduce the number of product label claims to speed up the registration process but later expand their product claims in corporate marketing materials such as brochures and web sites. The CFIA needs to strengthen its capabilities to have oversight on this issue.

Third-party delivery mechanisms for quality assurance: While third-party delivery mechanisms are beneficial, the listeriosis crisis will impact the Agency's ability to take this forward. The Compost Quality Alliance, a quality assurance program for compost, has proven to be a good model but there are still some wrinkles to work out. The Canadian Fertilizer Quality Assurance Program, a quality assurance program for bulk blended fertilizer, needs focused attention. In light of the recent food safety crisis, work on third-party delivery will move ahead cautiously and with extensive dialogue to ensure it gets done right the first time.

Micronutrients Sector

The micronutrients sector has derived value through a strengthened relationship with the CFIA, which developed during the past year's CFPF work. With support from the CFPF, the micronutrients sector was able to consolidate its concerns into ten key issues and bring them forward through CFPF committees and ultimately to the CFIA.

Through the CFPF process the industry has learned that compromise is critical to move forward since what industry wants is not always in line with public demands. Overall, good progress has been made toward resolution of issues that impact the entire micronutrient sector, although there are still some outstanding individual issues. While strides have been made to improve clarity of the regulations and even the playing field for all companies, there is more work to be done.

Farmer Stakeholders

Farmers and farm organizations report that the average farmer knows nothing about the CFPF yet; they are encouraged that the CFPF is advocating bringing new fertilizer and supplement products on stream in Canada. Having access to products without unreasonable regulatory burden is critical to farm success.

The single most important fertilizer issue that farmers are facing today is cost and pre-pricing decisions, especially since fertilizer prices have not fallen to the same extent as commodity prices.

Other issues of importance for farmers include:

- Passing on the cost of inspection to farmers, especially in light of the increased scrutiny on food safety.
- It is nearly impossible for farmers to hedge their risk on inputs. There is room for an intermediary to play this role but the CFPF may not be that vehicle.
- Public education about the safety of fertilizer and supplement use in Canada would be beneficial.

Provincial Stakeholders

The big issues related to fertilizers in Western Canada include:

- Agriculture in Western Canada is primarily large-scale crop production so most issues focus on NPK fertilizers.
- Use of questionable products continues and non-approved products are still coming on-stream. In part, this is due to increased demand for organic products. The listing of registered products on the CFIA web site will be a valuable tool when dealing with questionable products.

From a policy standpoint, provinces and municipalities are increasingly scrutinizing products from the fertilizer and supplements sector, especially biosolids. In the past, municipal biosolid waste was never thought of as a fertilizer product. Now that large scale biosolid processing is advancing, multiple jurisdictions are struggling with how to regulate biosolids. The end result has been a patchwork of policies at the municipal, provincial and federal levels.

Biosolids Sector

The efforts of the biosolids working group were significant given the challenges they faced. The product is relatively new and there are significant divergent stakeholder opinions about the most effective regulatory environment. While the group was not able to achieve consensus, it did facilitate far-reaching conversations amongst a variety of stakeholders. What they did achieve includes:

- Suggested wording for a common definition.
- Agreement about harmonization of biosolids regulations across Canada and on issues such as the definition of “sale” and “product” versus “waste”.
- Consensus for biosolids to be part of the fertilizer products industry, the sector needs to operate under a similar regulatory environment, which requires these products to meet similar registration requirements as other fertilizer and supplement products.

Other Stakeholder Comments

- There is a real desire to reduce the regulatory burden for getting new fertilizer and supplement products, which are efficacious and safe, on the market in Canada. There is an incredible amount of new technology coming into the market in other countries and Canada has a real opportunity to increase crop yield and produce nutrient-enhanced foods by allowing usage of these new products.
- Communication with industry and CFIA is at an all time high, which is the starting point for moving forward on regulatory change.
- Things are not always better, just different on the other side of the fence. To market a fertilizer or supplement product nation-wide in the U.S., a company must deal with 50 different regulatory systems, each which is completely different – some states require full efficacy while others require none.
- Product registration and proof of efficacy are not effective at stopping unregistered products from entering our marketplace. Some companies have taken claims off their label to speed registration and then included these claims in marketing materials. In addition, some of the most innovative products are coming from small companies that simply don't have access to capital to go through the registration process.
- In a world with less with commodity-type products and more branded products, commonly used product definitions will become increasingly important. For example, slow and controlled-release fertilizers.
- The fertilizer and supplements industry can help farmers increase productivity by introducing new technologies. Emergency use registrations, similar to those implemented at the Pest Management Regulatory Agency, could be a beneficial tool to bring new technologies in the short term, especially in a time that requires big leaps in productivity to feed a growing world.
- One of the big successes of the CFPF was changes that were made to CFIA's Trade Memorandum T-4-108: Efficacy data requirements for fertilizers and supplements regulated under the *Fertilizers Act*.

A Perspective on the Future for CFPF

Some additional perspectives were offered about the future of the CFPF:

- Industry needs to find a way for the CFPF to continue. Until now much of the work completed by the CFPF has been free to stakeholders because of the Advancing Canadian Agriculture and Agri-Food funding and the generosity of the Canadian Fertilizer Institute. Stakeholders should consider other ways to finance the work of the CFPF including putting some skin in the game.
- The CFPF has been extremely successful in opening effective dialogue and establishing strong working relationships with the staff of the CFIA Fertilizer Program. Going forward the CFPF should consider how it can more effectively work at arm's length from the CFIA so that the CFPF is seen as being engaged in discussion with the Government of Canada. The CFPF needs to go beyond the CFIA to manage our political relationships.
- Consider different vocabulary: "Regulatory burden" needs rephrasing because the fertilizer and supplement industry needs a face that is respectful of safety and efficacy while still supporting streamlining of regulatory processes.

CFPF Project Outcomes and Financials

Carla Ventin, CFPF Project Manager

During her presentation, Carla Ventin explained the legal and financial responsibilities of the CFPF including:

- CFPF deliverables
- Responsibilities
- Finances
- Achievements
- Outstanding Activities

Ventin described each of the primary project deliverables as determined in the Advancing Canadian Agriculture and Agri-Food agreement, and indicated that all major deliverables have been completed (see Appendix C and D for a list of deliverables). She explained that the responsibility and management of delivering on the Advancing Canadian Agriculture and Agri-Food agreement lies with the Canadian Fertilizer Institute and not with the CFFP members or Executive.

Some of the highlights she discussed included:

- Nearly 80 meetings of the five Working Groups and Executive Committee
- Five Working Group reports with an extensive list of recommendations
- Participation of 188 people in Working Groups
- Five research reports
- Three national conferences
- Outcomes Report and Strategic Plan
- Database with 330 members
- Web site development and maintenance

In 2006, the Advancing Canadian Agriculture and Agri-Food program contributed \$707,600 to undertake the CFPF over three years. With a few remaining deliverables outstanding (including final stakeholder meeting report, a final press release, database

updates, a final audit, and some final web site postings) the CFPF is projected to spend the Advancing Canadian Agriculture and Agri-Food budget by year's end. For a detailed breakdown of the CFPF Financials, see Appendix E.

Ventin outlined those activities that remain outstanding and must be completed by the end of March 2009. These include:

- Drafting of management reports, final project reporting and other reporting requirements,
- Translating, printing and disseminating project outcomes,
- Conference proceedings – finalizing, vetting, translating and distributing,
- Final news release – drafting, vetting, translating and distributing,
- Updating web site,
- Managing final audit,
- Preparing deliverables for final meeting with Advancing Canadian Agriculture and Agri-Food.

At the closing of her presentation, Ventin reviewed the *CFPF Outcomes Report* that was included in the conference package and reviewed the contents of the CD contained at the back of the report. Additional copies of the report and CD are available from the CFPF office.

Election of CFPF Executive

The CFPF confirmed the continuation of the existing Executive Committee, including

- Peter McCann (Interim Chair), Plant Inoculants Canada
- Geoff Gyles, Wolf Trax Inc.
- Wendy Omvlee, Canadian Federation of Agriculture
- Paul Lefebvre, OABA Lawn & Garden Committee
- Susan Antler, Composting Council of Canada
- Adrian Toth, Canadian Water and Wastewater Association
- Brian Gilbertson, Agrium Inc.
- Darrin Qualman National Farmers Union (shares a seat)
- Richard Phillips/ Mike Leslie, Grain Growers of Canada/ Alberta Barley Commission (share a seat)
- John Bumbac, Western Farm Leadership Council

A motion was moved by Don Hoesktra to maintain the existing CFPF Executive for the following year. The motion was seconded by Derrik Kuffert. A show of hands by the CFPF membership in attendance adopted the motion.

Working Group Updates

Peter McCann

Peter McCann provided a brief review of the accomplishments of each of the five Working Groups. The details of the presentation can be found at the CFPF web site.

CFPF: A Path Forward

Peter McCann

Peter McCann opened the session saying “We are at a turning point for organization. Funding has wound down. Everyone agrees there is value in the CFPF continuing. Yet, no one appears prepared to contribute any significant amount of money to continuing the CFPF’s work.” General discussions were held with federal and provincial levels of government but at this time there only appears to be support for project-specific funding.

As a result, the conclusion was two-fold: the CFPF will continue operating as a voluntary organization but at a reduced level and the Canadian Fertilizer Institute will provide limited services to ensure some level of activity is maintained throughout the year. This option puts the responsibility of bringing issues forward in the hands of the membership.

“The path forward for the CFPF is up to the members, the more willing you are to contribute the more value we will derive from the CFPF”, McCann added.

Discussion on the Future of CFPF

How much funding would it take?

How much money would be required to run the CFPF effectively? Would \$100,000 be in the ballpark or could a relatively modest budget of \$50,000 keep the good work moving forward. Under a more modest approach associations and companies would be called upon to provide staff for facilitation, note taking, proceedings, etc.

A membership fee

Is there an appetite to pay a modest fee? The Compost Council is willing to take the issues to their Board of Directors since it supports the need for core funding to keep issues moving forward through the CFPF. Extensive progress has been made in the past two years. Without the Canadian Fertilizer Institute and staff the CFPF would not have been able to maintain this kind of momentum. The Compost Council is prepared to contribute between \$2,500 and \$5,000.

One concern raised was that by creating a membership-based organization there would undoubtedly be some CFPF stakeholders unable to participate. As a result, the membership would be less than fully inclusive.

Synergies with the seed industry

The CFPF held discussions on potential synergies between the forums on fertilizer and seed. The National Forum on Seed’s core Advancing Canadian Agriculture and Agri-Food funding will soon expire and going forward administration will no longer be covered by Advancing Canadian Agriculture and Agri-Food. As a result, the National Forum on Seed is refocusing its efforts on two main areas: issues management and a consultative mechanism for times when regulatory change is required.

The National Forum on Seed is considering a tiered consultation mechanism. The current management committee proposal includes:

- Tier 1: Issues specific to seed industry. These projects will be resourced and funded by Canadian Seed Growers Association, Canadian Seed Trade Association and industry. Voluntary working groups will be formed on an as required basis.
- Tier 2: Issues that impact people down the value chain, for example grain handlers and commercial grain farmers. In this case interested stakeholders will be asked to pay their own way.
- Tier 3: To ensure broad participation by stakeholders, government will be called upon to pay for the costs of consultations, including funding participation of essential stakeholders that have financial limitations.
- Issues specific projects. AACCF will be approached to fund issue-specific projects.

Recommendations on Path Forward for CFPF

There was a suggestion from the floor that the potential scenarios should be presented to all CFPF members via e-mail.

Overall Consensus: For the coming year, the CFPF will operate as a volunteer organization with “minimal cost to members”. Maintenance support will be provided at no charge by the Canadian Fertilizer Institute and issues will be addressed on a project-by-project basis. At the end of that year, the Canadian Fertilizer Institute will assess their ability to continue this commitment. If additional funding becomes available then the members can consider the other options presented below as add-ons to the chosen option.

OPTION 1: Minimal cost to members

Option 1 is currently in place and is the preferred option for most members. Under this option the Canadian Fertilizer Institute will provide the CFPF the following support:

- Website maintenance
- Distribution of updates to members
- Coordination and cost of teleconference calls for four Executive Committee meetings per year. The Canadian Fertilizer Institute is not responsible for the coordination or cost of teleconference calls for Working Group meetings or more than four Executive Committee meetings per year.
- Assistance in organizing one conference per year on a cost-recovery basis. The conference fee will increase over previous years in order to cover the cost of room rental, audio visual support, catering and other conference costs.
- Volunteers will be asked to participate in Working Groups as they are needed.

OPTION 2: Funds to support specific projects

CFPF members said that if an issue arises that is a concern to their sector, they are willing to provide funds for the administration, coordination, research and/or report writing to run a Working Group. In this case, one of the lead companies involved in the Working Group, not the Canadian Fertilizer Institute, would be required to sign and manage a contract with the chosen consultant.

OPTION 3: Funds to support on-going activities

CFPF members raised the idea of each member contributing funds to operate the CFPF at a higher level than outlined in Option 1. Funds may support additional activities including coordination and teleconference costs of running Working Group meetings, research or drafting reports. Only a small show of hands was willing to take the membership fee idea to their organizations and many cited return on investment as the issue.

Conclusions & Summary

Clyde Graham concluded the meeting with a few final comments. He thanked everyone for attending and closed by saying “We are not coming to the end. The CFPF has generated lots of goodwill with key stakeholders such as farmers, environmental groups, and the provinces. We have achieved consensus on a sustainable path forward and will continue to do good work in the future.”

CFIA Meeting Highlights October 16, 2008

Welcoming Remarks

Glyn Chancey, Executive Director, Plant Health and Biosecurity Directorate, CFIA

Glyn Chancey opened the second day of the stakeholder meeting, hosted by the Crops Inputs Division of the CFIA, by extending appreciation to everyone for their work, enthusiasm and active engagement in the fertilizer program modernization initiative. Chancey said, "The work of the CFPF has been invaluable to the CFIA." He reminded the group that the consultative approach that has been adopted by the CFPF is considered a great success and is serving as a model for other agencies, industries and jurisdictions.

Chancey discussed the objectives for the day, including:

- Provide stakeholders a progress update on specific CFIA projects including the file backlog and implementation of service delivery standards.
- Obtain feedback from stakeholders on the proposed CFIA priorities and action plans for next fiscal year.
- Facilitate technical discussions on several priority projects.

Update on the Backlog Reduction Action Plan and Regulatory Issues

Kate Billingsley, Head, Crops Inputs Division, CFIA

Backlog

Kate Billingsley opened her presentation by saying that there is "good news to share" about the backlog reduction plan. In April of 2008 the backlog had climbed to more than 900 files and applicants were looking at over two years before their file would be first reviewed. With support from the CFPF, the CFIA Fertilizer Program was able to execute an action plan to reduce the backlog. That action plan includes:

- More evaluator time was devoted to file review and reduced commitments to program modernization for the remainder of the year. To help with this effort, additional staff has been hired in the Fertilizer Safety Office and the Fertilizer Section.
- Reviewer time is now temporarily concentrated on files that support innovation, new registrations and product approvals, rather than first in first out.

With the action plan well underway, the Fertilizer Section plans to have the backlog to a manageable level early in the New Year and the service delivery standards implemented by April 2009. Progress to date includes:

- Files supporting innovation: The backlog for submissions received before March 31, 2008 should be eliminated by the end of November 2008.
- Files considered as supporting operations (comments/complaints/inquiries/research authorizations): The backlog is nearly eliminated.
- Files for existing products: The backlog for re-registrations and minor amendments is still substantial but with a smaller total number of files considerable progress is being made.
- Files received after April 2008: Expect to have at least one review completed on these files by April 2009.

Questions about the Backlog:

1. *Last year the CFPF asked for a long-term plan to avoid the backlog. The CFIA has presented a short-term plan; but how will this problem be avoided in the long-term?* These new hires are permanent and once the backlog is cleared CFIA will maintain these staff so it can realize the service delivery standards as well as to implement modernization activities.
2. *Has the quality of submissions improved since last year's training session?* The quality of submissions has improved dramatically in the last two years and this substantially reduces the evaluation period.
3. *What is the goal for turnaround on new product submissions?* It is dependent on the type of submission. For a "me too" registration it can be as little as 65 days if the package is complete when received. For more lengthy files that require both efficacy and safety assessment, it could be 245 days. These standards are targets, and based upon continuous improvement.

CFIA Reorganization - Billingsley reported that the CFIA has reorganized. The Fertilizer Section and the Fertilizer Safety Office are now a separate division, the Crop Inputs Division of the Plant Health and Biosecurity Directorate.

Program Updates - Billingsley also reported that the *Organic Product Regulations* will become effective June 2009 rather than December 2008. Agricultural products that do not have a technical standard in place, will be exempt from the regulations, this includes fertilizers and supplements. While fertilizers and supplements will be exempt, for now, the CFIA encouraged the industry to begin working on standards for inclusion in the future. The current policy, T-4-106 will need to be modified slightly to reflect the current regulatory and industry realities. However, significant revision will not occur until such time as a technical standard is developed for organic products, and they come under the regulatory umbrella of the *Organic Product Regulations*.

Compendium of Fertilizer-Use Pesticides – CFIA has put through a regulatory package that will allow for the latest version of the CFUP to be posted to the CFIA web site.

Canadian Council of Ministers of Environment – The Council has formed a committee to develop a Canada-wide strategy for management of municipal biosolids. The key objective is to promote a harmonized approach to the regulation of biosolids across Canada. Two projects in which the CFIA is involved include: a review of legislative frameworks and an inventory of emerging contaminants in biosolids.

Extension of Product Registration Period – A regulatory amendment has been put forward that would extend the registration period from two to three years and replace the fixed date with an anniversary date of registration. The amendment is still in process but it has triggered discussion on other options that could be more beneficial. If there is a change in direction the CFIA will consult with industry.

Interim Report on the Fertilizer Program Modernization Deliverables

Anthony Parker, Acting National Manager, Fertilizer Section, CFIA

Anthony Parker presented a detailed status report on the progress of key modernization projects underway at the CFIA. Parker noted that the modernization process has benefited from extensive stakeholder consultations. For a detailed account see his presentation on the CFPF web site. A brief summary of project status is shown below.

Efficacy and Labelling Policy Projects

- T-4-108 Efficacy Data Requirements for Fertilizers and Supplements: posted August 2008.
- T-4-121 Requirements for Phosphite and Phosphorus Acid Materials Represented for Use as Fertilizers: posted in July 2008.
- Foliar Applied NPK: literature review is pending but trade memorandum development temporarily postponed.
- Micronutrient in oxide form (low solubility): discussion document to be rolled out at this meeting. If there is little revision to the proposed policy, it will come into force before end of March 2009.
- Hydroponic fertilizers: research will commence early 2009.
- Rhizobial supplements: discussion document on efficacy requirements will be presented later today and work will continue into 2009 resulting in revisions to T-4-109.
- Slow/Controlled Release Fertilizers: discussion document will be discussed later today. CFIA expects to develop a trade memorandum in 2009.
- Low/No Phosphate for Lawn and Turf Fertilizers: discussion document will be presented later today. A literature search is complete and CFIA will create a new trade memorandum within the current fiscal year. CFIA wants to develop standards in hopes of uniform adoption by both municipalities and provinces.
- Product Stewardship Labelling Information for Specialty Lawn Fertilizers: discussion document presented today.

Safety Policies and Standards

- Metals in hydroponic fertilizers: literature review completed by March 2009.
- Nanotechnology: literature review being pursued to prepare CFIA for future submissions.
- Specified risk materials in fertilizers: risk assessment complete before end 2009.
- Risk assessment on endocrine interrupters and pharmaceuticals: delayed to 2009/10, pending outcomes from the Canadian Council of Ministers of the Environment process.

Compliance and Enforcement

- Compost Quality Alliance: 2009/10 the pilot project will be evaluated and a path forward determined.
- Canadian Fertilizer Quality Assurance Program: further work on the CFPF proposal for a twin track approach is delayed until 2009/10.
- National training initiative: E-labelling learning model will roll out to inspectors next year and subsequently to industry.
- Inspector training on enforcement compliance to improve consistency of enforcement in Canada. Roll out will begin late fall 2008.

New Marketplace Monitoring Programs

- Letters to retailers: Letters sent early summer outlining the responsibilities of retailers and distributors regarding the *Fertilizer Act* and Regulations. Targeted inspections are rolling out to major distribution centres.
- Lawn Care Company monitoring to identify if fertilizer being used is meeting guarantees and identifying if pesticides have been declared.
- Tracking Imports: A new program has been introduced which tracks imported fertilizers/supplements into Canada.

Other

- Searchable database of registered products: posted to the CFIA web site.
- Guidelines to Completing Fertilizer/Supplement Application Forms: posted to CFIA web site.
- Registration Guidebook: first chapter is drafted and web posting will be soon. The chapter on micronutrients will be available March 2009 and remaining chapters in the next year.
- Registration Approval Checklist: posted on CFIA web site.

Parker wrapped up his presentation by saying, “while progress has been significant, especially given the shift in resources to reduce the backlog, there remains years worth of work that needs to be done in modernizing the Program. Continued support of the CFPF in the CFIA modernization initiative is essential to the continuation of this work.”

Questions

- *The backlog has been improved in the past and then fell back down a slippery slope. Is there a way to ensure this will not happen again?* The predominant role of the CFIA, Fertilizer Program is the review and approval of registrations. CFIA is making commitments not to fall back on this. Registrations and file review will always trump policy or modernization initiatives. The new service delivery standards will go a long way in helping us keep this commitment.
- *Does the CFIA have sufficient resources for literature reviews to deal with upcoming issues and new technologies?* CFIA does have the appropriate resources for moving forward. However, often a literature reviews is required the work can be contracted out to external subject matter experts.
- *T-4-111: Does this change in policy apply to new product registrations or to all fertilizers?* T-4-111 is only for micronutrients and will be immediately applicable to new products. For those products currently in the marketplace there will be a phasing in period. Companies will be given two years to provide supporting information about the efficacy of their products and submit data with re-registration.
- *Congratulations on all the work CFIA has done given the challenges of last year.*
- *Two years ago Ryan Ring talked about a study on the process of registrations. Where is that at?* Less than two years ago the CFIA had a consultant review our processes and provided recommendations for improvements. The new searchable database and checklists are part of those recommendations. Improvements to internal file tracking are still work in progress but the CFIA does

have a plan for a review of the tracking process, including bar coding of files for quick reference.

- *CFIA has limited resources. How can you effectively focus on improving the internal processes and program modernization at same time?* “Modernization is evolutionary process, not revolutionary one. Regulatory modernization is a long term process of small steps, which in the end will result in a very different regulatory framework than the one we started with. We are on the right track but it will still require significant effort and commitment over the next few years to accomplish our collective goals.

Discussion on CFIA Priorities for 2009/10

Ewa Madey, Acting National Manager, Fertilizer Safety Office, CFIA

Ewa Madey discussed the importance of having CFPF input into the CFIA Fertilizer Program Strategic Action Plan so that the CFIA effectively:

- targets the key issues and challenges facing the stakeholders of the fertilizer and supplement sectors,
- prepares for emerging trends and issues in the sector, and
- identifies specific projects and strategies for implementation.

Specific updates on program priorities can be found in the presentation posted to the CFPF web site. Highlights of the discussion included:

- Policy updates/development (e.g. Potting soils, foliar N, P, K products, hydroponic fertilizers, efficacy requirements for rhizobia, dual property microbial products, slow and control release fertilizers, consortia, nanomaterials in fertilizers)
- Labelling (allergenicity , sustainability for specialty lawn fertilizers)
- Standard review and development (metals in soil, metals in hydroponic systems, dioxins and furans, organic contaminants in biosolids)
- Reference materials (registration guidebook, text labels on the website, E-learning module for labeling, industry training)
- Program delivery (CFQAP, CQA, border controls)

Madey voiced concern that, “with funding lapsing for the CFPF there is hope that interaction with the CFPF and the larger stakeholder group can be maintained, as the contribution is key to the CFIA planning and modernization.”

Madey outlined several ways in which the CFPF and the CFIA could work together in the future, including:

- Ad hoc working groups that focus on specific priority topics.
- CFIA to circulate discussion documents through the CFPF for comment.
- Stakeholders provide recommendations via the CFPF Executive.

Discussion Groups on Priorities for 2009/10

Facilitated by Joanna Barclay, Intersol

Participants worked in small groups to **identify priority areas that may not have already been discussed** during the meeting. On reporting back the groups identified the following priority areas:

- Dual property products that straddle fertilizer-pesticide product lines need some clarification between Pest Management Regulatory Agency and CFIA.
- Public communications and transparency: how does the CFPF communicate its good work to public?
- Applications for new technology: what system is in place to ensure that confidential information is protected before a patent is issued?
- Harmonization of international standards.
- Lengthening of re-registration timeframe and moving to anniversary date is very important. In addition, where have things progressed in regard to fast tracking applications that have only minor changes?
- E-submissions: when will the CFIA begin using electronic communications for submission of registrations?
- Some suggested that no new priorities should be added to the existing list because the CFIA already has a full plate.
- Dialogue between the CFIA and stakeholders has been greatly enhanced and the momentum should be maintained.
- Incomplete submissions: by updating the application form the number of deficiencies may decrease.
- Literature reviews: there is a lack of understanding in the industry about how the CFIA conducts literature reviews and what they entail. Better communication on this would be helpful.

These same groups also discussed the **most important priorities** for the CFIA to focus on. The discussion groups identified the following 12 most important priorities:

1. Streamlining regulatory approvals/improving the registration process.
 - E-communication on submissions/approvals
 - Make filing documents clear and user friendly
 - Ensure service deliver standards are implemented
 - New registrations need improved speed to market
 - Backlog needs continued focus
 - Re-registration and fast track process for minor changes
2. Deal with current priorities before starting new ones.
3. Time to market for new technologies/make it easier to introduce new technologies such as nanotechnology.
4. Harmonization between the CFIA/Pest Management Regulatory Agency registration processes for dual property products. Consider dual registration and a single label.
5. Maintain science-based regulations.
6. Reduce regulatory burden on established products.
7. Continue effective means to work together. For example rhizobia working group on efficacy.
8. Communication

- Communication and transparency through the modernization process
 - Guidebook completion
9. Sustainable resources for the CFIA. Strong commitment to maintain Fertilizer Program resources even when political pressure exists or a crisis elsewhere arises (i.e. BSE and feed ban).
 10. Enforcement/Compliance
 - Everyone to play by the same rules, including imported product
 - Focus placed on products bypassing traditional CFIA checkpoints.
 - Improved strategies for enforcement and compliance
 11. Labelling claims
 - Environmental labelling claims must be legitimate. Whose guidelines set the standard for companies? CFIA Fertilizer Section, Competition Bureau?
 - Off-label advertising needs improved focus
 12. Definition of sale. If a farmer is paid to take material, is that transaction considered a sale?

The final question the break out groups discussed was: what are some of the **long-term program modernization strategies that should be considered**? The break out groups identified the following strategies as most important:

- The CFIA needs to focus on fixing the existing system but at the same time the agency needs to devote resources to understanding new/emerging technologies.
- Regulation of waste-derived materials to be used as fertilizers, for example waste from ethanol.
- The impact of climate change and product innovations that can assist with the evolution climate change will make.
- Electronic file submission and review.
- Conditional registrations similar to Pest Management Regulatory Agency especially for novel products. This would allow companies to come into the market and generate some capital so that they can fund all the research required for full registration.
- Consider a five-year registration process similar to Pest Management Regulatory Agency
- International harmonization of standards.
- Third-party accredited facilities possibly for label review or re-registrations
- Cut to the chases! Let's do it and get these things done! Don't worry about adding more to the plates.
- Let's not stop at the current service delivery standard but continue to improve.

QUESTIONS

When and how will the CFPF members hear back on progress from this meeting with CFIA? The workshop report from last year was not timely but the CFIA is committed to having a much faster turnaround. The activities identified at this meeting will contribute to CFIA's workplanning for the next fiscal and subsequent years.

Will the CFPF have opportunity to comment on the CFIA Fertilizer Program work plan? The CFIA will share the list of projects planned for the next fiscal with the stakeholder group.

Breakout Group Discussion on Specific Topics

Facilitated by Joanna Barclay

In the afternoon, participants had opportunity to participate in any of the four break-out discussion groups. Group 1 was discussing Micronutrient specific efficacy requirements and Slow and Controlled Release fertilizers. Group 2 dealt with Program Delivery and Enforcement and compliance. Group 3 discussions focused on Low and no phosphate policy and stewardship labeling for lawn turf fertilizers. Finally group 4 discussed Dual property microbial products and rhizobia –specific efficacy requirements.

For each issue the CFIA had prepared a discussion paper that presented ideas or options for consideration by the breakout group. In each breakout group a CFIA staff member facilitated discussion specifically related to that issue. Below is a summary of those discussions:

Enforcement and Compliance/Program Delivery

The breakout group working on this topic made the following conclusions:

- There are clear differences between the Canadian and U.S. requirements.
- There are both pros and cons to regulating ingredients versus claims.
- The group would like to see more thought put into third party accreditation and self-regulation.
- The CFIA needs a path forward to address imported products that are not compliant. A possible suggestion was training for Canadian Border Services Agency staff.
- Companies whose products are in compliance want recognition and for the rest, buyer beware.

Low and No Phosphate Lawn Fertilizer Policy

The breakout group working on this topic made the following conclusions:

- The literature review for low/no phosphate products should be finalized and shared.
- In general the group was in agreement with the recommended standards but suggested some adjustments.
- The CFIA should further solicit comments from those in attendance as well as other members of the CFPF to refine the literature review.
- The proposed policy will go out for broad consultation via the CFIA web site with either a 30 or 60 day comment period. The Lawn and Garden industry will issue a letter of support for this policy.

Speciality Lawn Fertilizer Stewardship

The breakout group working on this topic made the following conclusions:

- The proposed terminology should be circulated to industry for further refinement and allow for the policy to have a stronger basis in business experience and knowledge of consumers

Dual property microbial products

The breakout group made the following suggestions:

- Form an adhoc working group to work on recommendations but broaden the group to include Pest Management Regulatory Agency and potentially CropLife Canada members.
- This will be a longer term project.

Rhizobia specific requirements

The breakout group agreed to form an ad hoc task force to move the subject forward as quickly as possible. Stakeholders agreed to produce some of the scientific rationale that CFIA requires. Peter McCann will issue a call to other CFPF members who are interested in participating in the task force.

Micronutrient specific efficacy requirements

The outcome of the breakout session discussion is summarized below:

- The group had a detailed discussion on the 40% solubility trigger.
- It was suggested that CFIA consider foliar versus soil applications.
- While ultimately there will be a trade memorandum on the issue, the CFIA would like to see a CFPF working group formed to look at specific recommendations prior to full public consultation.
- Solubility testing methods will be contributed by industry.
- Will this new policy apply to new products and be phased in for all micronutrients or apply to all micronutrients immediately?

Slow/Controlled Release Fertilizers

The breakout group discussed a number of issues that are summarized below:

- The group discussed the prior work of the Marketplace Monitoring and Labelling working group as well as surveys previously completed by the CFIA.
- The group discussed the pros and cons of American Association of Plant Food Control Officers versus EU-type definitions but no conclusion was reached.
- Companies were asked to forward information on analysis methods being used in their organization.
- The formation of working group to tackle the issue was recommended.

Wrap-up and Closing Remarks

Kate Billingsley, CFIA

Kate Billingsley closed the meeting by thanking everyone for their participation saying, “this was a very fruitful day”. Billingsley noted the importance of an ongoing commitment to open communication between CFIA and industry stakeholders. She was glad to see the amount of commonality of issues raised and reemphasized the CFIA’s commitment to getting the backlog to a level of 300 files so that service standards can be implemented.

APPENDIX A – MEETING AGENDA

OCTOBER 15, 2008 - CFPF FORUM Hosted by the Canadian Fertilizer Products Forum

TIME	SESSION
8:00 – 8:30 AM	Breakfast
8:30 – 8:45 AM	Welcome, Opening Remarks Peter McCann, Interim Chair, CFPF
8:45 – 9:00 AM	Keynote speaker , Paul Mayers, Acting Associate Vice-President, Programs, Animal Health Directorate, Canadian Food Inspection Agency (CFIA)
9:00 – 9:45 AM	Dale Kelly , DTM, PAg, Past President of the Agricultural Institute of Canada And Vice President, Agriculture, Biotechnology and Food Saskatchewan Research Council <ul style="list-style-type: none"> • Discussion on the big challenges society faces, the role of contemporary agriculture to address those challenges and the science platform that supports contemporary agriculture's ability to meet those challenges
9:45–10:30 AM	Ross Mireau , Manager, Quality Control, Potash Corp of Saskatchewan <ul style="list-style-type: none"> • Industry speaker on the international harmonization of fertilizer sampling and analysis methods
10:30-10:45 AM	Break
10:45 AM – 12:30 PM	Priority setting & issue identification (presentation and discussion) <ul style="list-style-type: none"> • Clyde Graham, Executive Director
12:30 – 1:30 PM	Lunch Break
1:30 – 2:15 PM	Project budget & outcomes <ul style="list-style-type: none"> • Carla Ventin, Project Manager
2:15 – 2:30 PM	Election of CFPF Executive <ul style="list-style-type: none"> • Clyde Graham, Executive Director
2:30 – 3:30 PM	Working Group Updates & Path Forward (presentation and discussion) <ul style="list-style-type: none"> • Peter McCann, Interim Chair
3:30 – 4:00 PM	Conclusions & summary from Day 1 <ul style="list-style-type: none"> • Clyde Graham, Executive Director & Peter McCann, Chair
4:00 – 5:30 PM	Reception (Black Bear Pub in the hotel)

**Mid-year regulatory workshop on Fertilizer Program Modernization
Held by the Crop Inputs Division
Canadian Food Inspection Agency**

October 16th, 2008

Albert at Bay Hotel, The Seasons Salons
(435 Albert Street, Ottawa, Ontario; phone # 613-238-8858)

Agenda

TIME	SESSION	SPEAKERS
7:30-8:30	Breakfast	
8:30 - 8:50	Welcoming Remarks	Glyn Chancey, A/Executive Director Plant Health and Biosecurity Directorate
8:50 - 9:00	Review of the Agenda and Approach	Joanna Barclay, Intersol
9:00 – 9:20	Fertilizer Program Updates and File Backlog Reduction	Kate Billingsley, A/Head, Crop Inputs Division
9:20 - 9:45	Fertilizer Program Modernization Progress Update – Priority Projects	Anthony Parker, A/National Manager, Fertilizer Section, CFIA
9:45 -10:00	Break	
10:00-12:00	Discussion on Priorities for 2009/2010 <ul style="list-style-type: none"> •Program Priorities •CFPF Priorities •Small Group Discussions and plenary reporting 	Ewa Madey, A/National Manager Fertilizer Safety Office, CFIA All
12:00-1:00	Lunch	
1:00-2:45	Issue-specific breakout group discussions <ul style="list-style-type: none"> • Group 1 - Micronutrient specific efficacy requirements and Slow / Controlled Release Fertilizers • Group 2 – Program Delivery / Enforcement and Compliance • Group 3 – Low /No Phosphate Policy for Lawn/Turf Fertilizers and Lawn and Turf Fertilizer Stewardship • Group 4 – Dual property microbial products / Rhizobium specific requirements 	All
2:45 -3:00	Break	
3:00 - 3:45	Plenary debrief from breakout discussions	All
3:45-4:00	Wrap-Up, next steps and closing remarks	Kate Billingsley

APPENDIX B – Meeting Participants

Canadian Fertilizer
Products Forum



Forum canadien sur
les produits fertilisants

Name

Antler, Susan
Anoop, Valar
Banerjee, Manas
Banks, Mitch
Beattie, Suzanne
Bertrand, Valerie
Beyak, Jennifer
Billingsley, Kate
Blair, Brodie
Brydon, Jereleen
Bumbac, John
Burcombe, John
Cargeeg, Piran
Carson, Rachel
Cloutier, Patrick
Cloutier, Renee
Correggia, Achille
Crampton, Jeff
Dawson, Thom
Dickenson, Kathleen
Devaere, Kelly
Dube, Benoit
Echandi, Joe
Finlayson, Dave
Fletcher, Jessica
Gallant, Adrien
Gallinger, Allison
Gilbertson, Brian
Giles, Adam
Graham, Clyde
Green, Kelly
Gyles, Geoffrey
Healey, Timothy
Hoekstra, Don
James, Brad
Jovasevic, Sanda
Kappheim, Arlene
Karamanos, Rigas
Kelly, Dale

Company

The Composting Council of Canada
Canadian Food Inspection Agency
BrettYoung Seeds/Plant Inoculants Canada
Composting Council of Canada
Agrium Advanced Technologies
Scotts Canada Ltd./OABA/L&G
Canadian Federation of Agriculture
Canadian Food Inspection Agency
United Agri Products
Wolf Trax Inc.
Western Farm Leadership Council
Mouvement Au Courant
Becker Underwood
NutriAg Ltd.
Canadian Food Inspection Agency
Canadian Food Inspection Agency
Agrium Advanced Technologies
United Agri Products
Canadian Food Inspection Agency
Canadian Food Inspection Agency
MGS Horticultural Inc.
Canadian Food Inspection Agency
Peel Plastic Products Inc.
Canadian Fertilizer Institute
Cantox Health Services
Sylvite Agri-Services Ltd.
Becker Underwood
Agrium Inc.
Canadian Food Inspection Agency
Canadian Fertilizer Institute
Issues & Insights
Wolf Trax Inc.
Agrotain International Inc.
Water Environment Association of Ontario
Pestell Minerals & Ingredients Inc.
Plant Products Co. Ltd.
Sure-Gro Inc.
Western Cooperative Fertilizers Ltd.
Agriculture, Biotechnology & Food Saskatchewan Research Council

Kuffert, Derek	Tiger-Sul Products
Larson, Roger	Canadian Fertilizer Institute
Le Quere, Dominique	Premier Tech Biotechnologies
Madey, Ewa	Canadian Food Inspection Agency
Major, Lisa	Canadian Food Inspection Agency
Matheson, Don	Peel Plastic Products Inc.
McCann, Peter	Brighton BioCopsulting
McNicoll, Hugh	Premier Tech Biotechnologies
Morin, Marcel	Akzo Nobel Functional Chemicals
Mireau, Ross	PotashCorp. Canada
Murray, Glenn	Canadian Food Inspection Agency
Nduwamungu, Cargele	Canadian Food Inspection Agency
Northey, Greg	Canadian Food Inspection Agency
Panchuk, Ken	Saskatchewan Ministry of Agriculture and Food
Parker, Anthony	Canadian Food Inspection Agency
Pawlik, Darcy	Ag-West Bio
Prevost, Michelle	Canadian Food Inspection Agency
Phillips, Richard	Grain Growers of Canada
Restum, Ron	Agrium Advanced Technologies
Richarson, Adam	Yara Phosyn Limited
Roach, Jen	Canadian Food Inspection Agency
Romanovschi, Rodica	Ciba Canada Ltd.
Roy, Genevieve	Premier Horticulture
Saskiw, Randy	Omex Agriculture Inc.
Saski, Doug	Canadian Food Inspection Agency
Sells, Ted	Western Farm Leadership Council
Snoek, Glen	Canadian Food Inspection Agency
Soanes, Cathy	EMD Crop Bioscience
Smith, Stew	EMD Crop Bioscience
Thome, Dean	Philom Bios Inc.
Toth, Adrian	Canadian Water and Wastewater Assoc.
Ventin, Carla	Canadian Fertilizer Institute
de Whit, Marc	Canadian Food Inspection Agency
Wilde, Larry	AkzoNobel
Yott, Brandon	Agronomy Company of Canada Ltd.
Zimmerman, Bill	Floratine Biosciences, Inc.

APPENDIX C – Advancing Canadian Agriculture and Agri-Food Deliverables

#1 COMMUNICATIONS

- a) Website
- b) Publications (Year 1)
 - 3-5 introductory publications
- c) Media Relations
 - 1 media list
 - 2 news releases
 - 1-2 backgrounders
 - 1-2 Q & A documents
 - 1-2 key messages document
- d) CFPF Brand/ Logo
- e) Publications (Year 2)
 - 3-5 publications related to research papers
- f) Stakeholder meeting (Oct.15-16, 2008)

#2 Situation Analysis Report

#3 Strategic Plan

#4 Survey: Opinion Research

#5 Report on Emerging Domestic Markets

#6 Report on Product Registration

#7 Report on Industry Standards

#8 Report on Marketplace Monitoring

#9 Working Group Meetings and Reports

- 55-70 agendas & minutes
- 5 Working Group reports

#10 Executive Committee Meetings

- 10-16 agenda & minutes

- 10-12 member updates

#11 Conferences (2006 & 2007)

#12 Data Collection

- Industry statistics and data to incorporate into CFPF research reports

#13 Project Management

- responsible for all government reporting requirements
- development and modifications of budget and workplan
- management of contractors and their deliverables, including translation
- review of contractor deliverables
- meetings with AAFC, contractors and stakeholders as required

#14 Administrative Activities

a) Conference Calls

- teleconference call costs for 70 Working Group meetings, 16 Executive Committee meetings and 20 CFPF meetings with contractors

b) Logistical support services

- database development and management of CFPF member list

#15 Incremental Administration

- annual audit and legal review
- quarterly progress reports
- monthly updates to cash flow templates
- performance management framework

APPENDIX D – ACAAF Quarterly Progress Report

ACAAF QUARTERLY PROGRESS REPORT / RAPPORT D=ACTIVITÉS TRIMESTRIEL PASCAA

<i>Name of Organization / Nom de l=organisation : Canadian Fertilizer Institute (CFI)</i>		<i>Project Number/Numéro du projet: Project Title/Titre du projet :Canadian Fertilizer Products Forum</i>		
		<i>Period covered/ Période couverte: Oct.2006 -- July 31, 2008</i>		
PART A - STATUS OF ACTIVITIES		PARTIE A - ÉTAT D=AVANCEMENT DES ACTIVITÉS		
#	Activities / Activités	Forecasted Date of Completion / Date prévue d=achèvement	Status/ État	Completed Actions/Output Mesures prises / Résultats obtenus / Réalisations
1	Communications Products for the Canadian Fertilizer Products Forum (CFPF) a. Website	a. May 2007	C	a. Website COMPLETED ACTIONS -contract signed with web designer and Marqui (the ISP host that provides internet access to the on-line business application) -secured domain and CFPF email -website architecture completed and approved by CFPF Communications Working Group and CFPF Executive -several meetings with web designer and Marqui have taken place -pictures for the website have been gathered and sent to web designer -website text has been drafted -website text has been approved by Communications Working Group and CFPF Executive -website text has been translated -web design templates provided -Communications Working Group and CFPF Executive approved web design, with minor changes -web design comments sent to web designer -website live in May 2007

	b. Publications (year 1)	b. May 2008	C	<p>-the launch of the website was sent to:</p> <ul style="list-style-type: none"> ▪ CFPF membership list, ▪ Canadian Fertilizer Institute (CFI) member list, ▪ The Fertilizer Institute (TFI) member list, ▪ Canadian Food Inspection Agency stakeholder list, and ▪ the Association of American Plant Food Control Officials (AAPFCO) member list. <p>b. Publications (year 1) COMPLETED ACTIONS -writer has been identified -contract with writer has been signed -briefings with writer have taken place -preliminary discussion has taken place with designer of publications -contract has been signed with designer of publications -publications have been drafted -first draft of publications have been approved, with significant comments, by the Communications Working Group and CFPF Executive -second draft of publications are complete -draft design for publications is complete -three (3) publications approved by CFPF -publications translated -publications posted to website -copies of publications sent to all provincial agriculture ministers and Minister Strahl accompanied by a letter (that was approved by the CFPF) in July 2007</p>
	c. Media Relations	c. October 2008	O	<p>c. Media Relations COMPLETED ACTIONS: -CFPF key messages drafted and approved by CFPF -preliminary discussion with writer for backgrounder and news release concerning Ipsos Reid survey results. -a backgrounder and news release on the Ipsos Reid survey was completed and approved by the CFPF Executive in August 2007. -a media list was developed</p>

	d. CFPP Brand	d. May 2007	C	<p>-the Executive agreed to release this information to the media in Oct.2007 at which time the news release was posted to the website, distributed to key media and placed on Canada News Wire service. The news release and backgrounder was also sent to:</p> <ul style="list-style-type: none"> ▪ CFPP membership list, ▪ Canadian Fertilizer Institute (CFI) member list, ▪ The Fertilizer Institute (TFI) member list, ▪ Canadian Food Inspection Agency stakeholder list, and ▪ the Association of American Plant Food Control Officials (AAPFCO) member list. <p>-article drafted for the CAAR Communicator's July 2007 issue on how the CFPP benefits agri-retailers.</p> <p>-article drafted for CAAR communicator's December 2007 issue concerning the results of the Ipsos Reid survey.</p> <p>-article drafted for CAAR Communicator February 2008 issue concerning retailer news based on the CFPP 2007 conference.</p> <p>-various CFPP presentations have been prepared for CFPP Executive Committee members for various conferences, as required.</p> <p>- one Question and Answer document on how to register a product has been contracted, drafted, vetted, approved, translated and posted to website.</p> <p>d. CFPP Brand COMPLETED ACTIONS</p> <ul style="list-style-type: none"> -logo designer has been identified -contract signed with logo designer -several meetings held with designer -2 logo options provided by designer -Communications Working Group and CFPP Executive have approved their preferred logo for CFPP -contract signed for CFPP stationery (CFPP letterhead and powerpoint) -CFPP letterhead and powerpoint are finished
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	e. Publications (year 2)	e. Sept. 2008	O	<p>e. Publications (year 2)</p> <ul style="list-style-type: none"> -The content will be based on the research reports. -the terms of reference for one publication on CFPF outcomes and research reports has been developed and the contract has been finalized. -the publications have been contracted, drafted, vetted, approved, translated and posted to website. -the other publications have been drafted and are undergoing revisions.
	f. Stakeholder Meeting	f. Oct. 2008	O	<p>f. Stakeholder Meeting</p> <ul style="list-style-type: none"> -date, location and time has been confirmed for Oct.15-16 in Ottawa -Save the Date and registration information has distributed -preliminary agenda distributed
2	Situation Analysis Report	May 2007	C	<p>COMPLETED ACTIONS</p> <ul style="list-style-type: none"> -discussions have taken place with contractor -contractor is on track to deliver report on time -industry has provided input on size and scope of sub-sectors -industry has contributed significant company research and statistical information for this report. (Note this is part of the in-kind contribution of data collection, activity 12) -report completed and approved by CFPF in May 2007 -report translated -report posted to website

3	Strategic Plan	April 2008	C	<p>COMPLETED ACTIONS</p> <ul style="list-style-type: none"> -discussions have taken place with contractor -contractor is on track to deliver report on time -first draft of Strategic Plan complete <ul style="list-style-type: none"> -Strategic Plan sustainability component discussed with the CFPF Executive in March 2007 -report completed and approved by CFPF in May 2007 -report in process of being translated -report posted to website -the strategic plan, especially CFPF's next steps and sustainability were discussed in great detail at the CFPF 2007 conference. -French translation of report is complete.
4	Survey: Opinion Research	Nov.2007	C	<p>COMPLETED ACTIONS</p> <ul style="list-style-type: none"> -contract with Ipsos Reid has been signed -5-6 discussions with contractor have taken place -preliminary questionnaire has been drafted by project manager and approved by the Executive -3-4 drafts of questionnaire have been completed. -recent draft of questionnaire vetted through Communications Working Group and CFPF Executive -Ipsos Reid incorporated all comments into questionnaire -final survey completed in May 2007 and final CFPF approval obtained in June 2007 -report translated -a strategy has been established to distribute Ipsos Reid survey results via

				<p>media relations (news release and backgrounder) and stakeholders with letters to Canadian Federation Agriculture members and other producer groups.</p> <p>-final versions of the French and English reports were posted to the CFPF website and distributed to:</p> <ul style="list-style-type: none"> ▪ CFPF membership list, ▪ Canadian Fertilizer Institute (CFI) member list, ▪ The Fertilizer Institute (TFI) member list, ▪ Canadian Food Inspection Agency stakeholder list, and ▪ the Association of American Plant Food Control Officials (AAPFCO) member list. <p>-the contractor delivered his final report to the CFPF Conference at the end of November 2007.</p>
5	Report on Emerging Domestic Markets	April 2008	C	<p>COMPLETED ACTIONS</p> <p>-discussions have taken place with contractor</p> <p>-contractor is on track to deliver report on time</p> <p>-first draft nearing completion and being revised based on industry input</p> <p>-the contractor delivered an interim report at the CFPF conference at the end of November 2007.</p> <p>-final report vetted and approved by CFPF</p> <p>-report finalized and translation is complete</p>
6	Report on Product Registration	April 2008	C	<p>COMPLETED ACTIONS</p> <p>-discussions have taken place with contractor</p> <p>-contractor is on track to deliver report on time</p> <p>-first draft nearing completion and being revised based on industry input</p> <p>-report's substance discussed in detail at CFPF 2007 conference</p> <p>-contractor is finalizing report based on member input</p> <p>-report finalized and translation is complete</p>

	<p>Report on Industry Standards</p>	<p>April 2008</p>	<p>C</p>	<p>COMPLETED ACTIONS</p> <ul style="list-style-type: none"> -a contractor, Monachus Consulting, has been identified, contracted and briefed in Sept.2007 to deliver this report -the contractor delivered an interim report at the CFPF conference at the end of November 2007 and is on track to deliver a final report in April 2008. -first draft has been submitted and is currently being vetted by the CFPF Executive -report finalized and translation is complete
	<p>Report on Marketplace Monitoring</p>	<p>April 2008</p>	<p>C</p>	<p>COMPLETED ACTIONS</p> <ul style="list-style-type: none"> -discussions have taken place with contractor -contractor is on track to deliver report on time -first draft nearing completion and being revised based on industry feedback -report's substance discussed in detail at CFPF 2007 conference -contractor is finalizing report based on member input -first draft has been submitted and changes are required. -report finalized and translation complete
	<p>Working Group Meetings and Recommendation Reports</p> <p>-to produce 5 interim recommendations reports in the first 12 months and 5 final recommendations reports in the last 12 months to address on-going major issues that are cross sectoral in nature and that impact the entire sector including, but not limited to: 1) the application and working of existing regulations; 2) changes in regulatory legislation; 3) regulatory policy development and efficacy procedures; to facilitate and consensus-build working group meetings; and to collect and analyze relevant industry data to assist with the recommendations reports</p>	<p>July 1, 2008</p>	<p>C</p>	<p>COMPLETED ACTIONS</p> <ul style="list-style-type: none"> -discussions with contractor have taken place -schedule for Working Group meetings has been developed and updated -Working Groups have been meeting regularly since Oct.27, 2006 -minutes, agendas and other important documentation has been delivered -member updates have been drafted and distributed to CFPF members on a regular basis. -5 interim working group reports were presented and reviewed at the CFPF 2007 conference -5 final reports have been finalized -over 55 working group meetings have taken place to date along with agendas and minutes. (This meets the ACAAF requirement as outlined in the contract.) -reports have been translated.

	<p>Executive Committee Meetings To oversee the operation of the organization; to review progress with specific projects; to draft and distribute electronic newsletter to members at least once every two months; to record-keep for matters relating to Executive Committee meeting and correspondence relating to these meetings; to facilitate and consensus-build of Executive Committee meetings; to coordinate meeting dates; and arranging logistics for meetings</p>	Feb.2008	C	<p>COMPLETED ACTIONS -discussions with contractor have taken place -schedule for Executive Committee meetings has been developed, and updated -Executive Committee has been meeting regularly since Oct.27, 2006 -minutes, agendas and other important documentation has been delivered -11 Executive Committee meetings have taken place in total including two in-person meetings in Ottawa on Nov.29, 2006 and March 27, 2007. (One more Executive Committee meeting is required.) -Feb.11, 2008 was the last ACAAF required Executive meeting. -more than 10 member updates have been drafted and distributed to CFPF members.</p>
	<p>Conferences The first year includes a launch conference in the fall of 2006 and the second year includes a General Meeting/Symposium; to discuss and approve: 1) situation analysis report, 2) communications/consultation plan/strategic plan, 3) 5 final reports of the Working Groups, and 4) reports of the Executive Committee, for example, project status reports and financial report</p>	<p>Nov. 2006 Nov.2007</p>	<p>C C</p>	<p>COMPLETED ACTIONS -first conference took place on Nov.28 and 29, 2006 with over 90 participants -Report on Proceedings was generated and vetted through the CFPF -comments for Report on Proceedings were incorporated into the document -Report on Proceedings distributed to CFPF via email and posted on CFI website -Executive Committee members were approved by the general membership -at the conference, working groups each met in person, and Chair of each Working Group presented on objectives -Executive met in person at the conference -date of conference for 2007 has been determined, and save-the-date email has been sent out to CFPF members</p> <p>Year II Conference – Nov.27-28, 2007 -Save the Date for this conference has been sent out to CFPF members in September and a draft agenda was distributed in October. - the conference successfully took place on Nov.27-18, 2007 in Ottawa. -over 90 participants registered for the conference -5 Working Group reports were discussed and finalized. -the strategic plan was reviewed and discussed, especially the part dealing with CFPF sustainability -3 research reports (opinion survey by Ipsos Reid, emerging markets by George Morris Centre and industry standards by Monachus) were presented,</p>

				<p>reviewed and discussed.</p> <p>-Report on proceedings for this conference have been drafted and posted to website.</p>
	<p>Data Collection CFPF Executive Committee will provide, on an in-kind basis, their relevant industry data to feed into the 4 reports (report on product registration, report on emerging market opportunities, report on industry standards and report on marketplace monitoring)</p>	Nov.2007	C	<p>-industry has provided information for the marketplace monitoring report and situation analysis report.</p> <p>-industry has consistently providing relevant information and research at Working Group and Executive Committee meetings.</p>
	<p>Project Management To oversee the planning, execution, and reporting of the project; to develop and modify the budget; to develop and adhere to a realistic project work plan that is adjusted monthly to account for updates and progress; to manage approximately 10 contractors and their deliverables, including translation; to attend meetings with AAFC and CFPF stakeholders as required</p>	Jan.2009	O	<p>COMPLETED ACTIVITIES</p> <p>-all government reporting requirements were completed on time</p> <p>-budget and work plan have been completed, and adjusted as required</p> <p>-contractors have been identified and briefed on their work</p> <p>-contracts have been drafted and signed with contractors</p> <p>-updates have been provided to CFPF, ACAAF, project proponent (CFI) and other stakeholders</p> <p>-project manager promoted CFPF in meetings, and at the Association of American Plant Food Control Officials (AAPFCO) in Dallas, Texas, Feb.17-21, 2007</p> <p>-numerous meetings with AAFC and CFPF stakeholders have taken place</p> <p>-project management activities are proceeding on track</p> <p>-activities ongoing.</p>
	<p>Administrative Activities To arrange and coordinate meetings and conference calls for Working Group, Executive Committee and subcontractors; to manage the CFPF database with member information; to perform administrative duties such as mailing, photocopies, printing and telephone calls; and to arrange member's travel to meetings and conferences and travel for the Executive Director and Project Manager</p>	Oct.2008	O	<p>COMPLETED ACTIVITIES</p> <p>-CFPF database has been finalized at 327 names.</p> <p>-over 65 calls with Working Groups and Executives have taken place</p> <p>-over 75 calls with CFPF contractors have taken place.</p> <p>-mailings, photocopies, faxes regularly take place in support of CFPF</p> <p>-travel to promote CFPF by project manager at the Association of American Plant Food Control Officials (AAPFCO) in Dallas, Texas, Feb.17-21, 2007 to increase awareness and stakeholder involvement</p> <p>-activities ongoing.</p>

	Incremental Administration To complete and provide documentation to AAFC such as the cash flow templates, annual audit and legal review, performance management framework, and quarterly progress reports	Jan.2009	O	COMPLETED ACTIVITY -cash flow templates and quarterly progress reports regularly updated and submitted -Request for Payment documentation completed -Annual Report completed on time -activities ongoing.
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Status Legend

A: Ahead of schedule

B: Behind schedule

C: Completed

O: On schedule

Légende de l'état

A: en avance

B: en retard

C: complétée

O: à temps

APPENDIX E - CFPF Financials

ACTIVITY	BUDGET	ACTUALS	FORECAST
1. Communications			
a) Website	24,266	22,920	24,266
b) Publications (Yr.1)	9,423	9,423	9,423
c) Media relations	8,548	3,986	7,500
d) CFPF logo/ brand	10,000	10,000	10,000
e) Publications (Yr.2)	27,166	19,508	25,000
f) Stakeholder meeting	22,097	3,785	22,097
2. Situational Analysis Report	20,000	20,000	20,000
3. Strategic Plan	11,200	11,200	11,200
4. Opinion survey report	47,000	47,000	47,000
5. Report on emerging markets	23,650	24,057	24,057
6. Report on product registration	23,750	23,750	23,750
7. Report on Industry Standards	18,750	18,327	18,327
8. Report marketplace monitoring	23,750	23,750	23,750
9. WG meetings & reports	125,998	125,998	125,998
10. Executive Committee meetings & member updates	89,994	89,994	89,994
11. Conferences	90,000	90,000	90,000
12. Data Collection	0	0	0
13. Project Management -reporting requirements	96,994	75,656	94,994
14. Admin. activities -conference calls, database	20,024	15,096	20,024
15. Incremental Admin. -audit, legal, financial	14,990	9,440	14,990
TOTAL	707,600	643,869	702,370