

Canadian Shellfish Sanitation Program - Manual of Operations

APPENDIX X

PROTOCOL FOR CSSP MANUAL AMENDMENTS

This protocol outlines the procedure that manual amendments must follow; it builds on the interim Interdepartmental Shellfish Committee (ISC) terms of reference for roles, responsibilities, and time lines on decision-making. The Protocol works under two assumptions:

- i) that new and revised CSSP policies/amendments must be channeled through the ISC and should be recorded in the Manual; and
- ii) that those drafting the amendments have considered stakeholder input, if required.

All documents/information shall be simultaneously available in both official languages.

1. The sponsoring agency (Headquarters level) will circulate the proposed amendment to the other two CSSP agencies (Headquarters level) and to the Chairs of the Regional Interdepartmental Shellfish Committees (RISC) for review. Feedback should be provided within a period of four weeks of receiving the information. Should the reviewers need extra time to provide feedback, a written request should be sent to the sponsoring agency indicating the estimated time extension required.
2. Depending on the nature of the feedback received, the sponsoring agency may:
 - a) send a revised final draft to the ISC Chair, who will table the amendment at the next meeting/teleconference for discussion and final recommendation to the CSSP Directors General (DGs) Committee; or
 - b) revise or withdraw the amendment. If the sponsor chooses to revise, a new draft should be distributed for feedback. The other federal CSSP partners should provide feedback within 2 weeks of having received the revisions. Should the reviewers need extra time to provide feedback, a written request should be sent to the sponsoring agency indicating the estimated time extension required.

The sponsoring agency will then incorporate the comments/suggestions into a final document in both

Canadian Shellfish Sanitation Program - Manual of Operations

official languages and forward it to the ISC Chair, who will table the amendment at the next meeting/teleconference for discussion and final recommendation to the CSSP DGs Committee.

3. As per the ISC process, the Chair will communicate the recommendations to the CSSP DGs Committee and will follow up for a timely response.
4. The Chair will advise the ISC members of the CSSP DGs Committee decision. If the amendment recommendation is approved, the Chair will forward it to the CFIA for inclusion in the CSSP Manual.