

IR-4 Education and Training Committee (TC)

One of the main objectives of IR-4 is to provide quality data to support pest management products registration. The purpose of this committee will be to coordinate information exchange and develop materials to aid in training and support in the generation of this data.

COMMITTEE COMPOSITION:

The Education and Training Committee will consist of members who represent the various components, noted below, of the IR-4 program (1 representative per component, except as noted):

Headquarters (HQ) Management or Study Director, Chair

Regional Field Coordinators

Regional Laboratory Coordinators

QA Unit

Study Directors

HQ Management (if the chair is an HQ study director)

Project Management Committee

Field Research Directors (5 representatives, one each from the 4 Regions and one from ARS).

At large members: Maximum of 3. To be filled by representatives who have an interest in serving on the Education and Training Committee, in the event that there is already a representative for that particular component or the job component is not represented above.

When selecting committee members, the following criteria are to be considered:

a) Distribution of members:

Geographic representation of IR-4

Time with IR-4

Job responsibilities

b) An interest in training - willingness to participate in TC meetings and in planning and presenting training programs

c) Experience as educators.

The size of the Education and Training Committee will range from 11 to 15 people. (The make up of the TC consists of one representative per component as listed above and a maximum of 3 at large members. If the chair is a member of HQ management, it is unlikely that an additional member of HQ management will be on the TC.) For current members, see the Appendix.

MEMBERSHIP AND COMMITTEE ROTATION:

Members volunteer to be on the Education and Training Committee and are approved by the PMC. Members volunteer for a 3 year term and may volunteer for more than one term. With each rotation, a maximum of half of the TC members may volunteer to rotate off the committee. If more than half of the TC members volunteer to leave at a given time, a minimum of one half of the membership will be requested to remain on the TC for

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Approved at 07/09 PMC meeting

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another 3 years in order to provide continuity and an experience base for planning the next National Education Conference. Rotation of TC members will ideally occur in the nine months after a National Education Conference. Rotation is not suggested in the year preceding a National Education Conference.

It is essential that TC members be committed to the objectives of the committee and willing to dedicate the time to serve. When there is a representative who is not participating, the TC chair or HQ management representative will contact the individual, and ascertain whether the individual wants to remain on the committee. If the individual no longer wishes to serve, efforts will be made to find a volunteer to replace the representative.

It is hoped that there will be a willing volunteer to cover each of the job components listed above. However, if that isn't the case, then the Education and Training Committee will see that input is received from that particular component, as it is vital to have willing, motivated people on the TC. No one should be appointed just to fill a slot.

RESPONSIBILITIES:

The Education and Training Committee will provide oversight for technical and GLP training matters. Specific responsibilities include providing general curriculum guidelines for training; assisting in the development of educational materials; and serving as spokespersons for their respective components.

The committee should meet, at a minimum, twice a year, either in person or via teleconference.

TRAINING and NETWORKING:

There will be a national training session every three years. The exchange of information and networking at the national level is recognized as a valuable contribution to the IR-4 Project. As training is a continual process, during the years when there is no national training session, one or more regions will host regional training sessions. Regional training sessions may be organized by one region, or as a cooperative effort involving more than one region. Regional training sessions will focus on regional personnel and new hires, but will be opened to researchers from all the other regions and ARS, especially for those new to the program. Other training should be available as appropriate. Training of laboratory and QA personnel will be conducted on an as needed/requested bases. The Education and Training Committee members may be called upon to serve as resources for development of regional training sessions. The TC is also responsible for gathering, preparing, and disseminating educational materials, such as sample completed Field Data Books and other instructional aids.

IR-4 ADVISORIES:

The purpose of IR-4 Advisories is to serve as a tool to communicate resolution of questions/issues raised by anyone in the IR-4 Project, for which the resolution could be valuable for many within IR-4. The approved procedure is as follows:

(1) Issues/questions from anyone in IR-4 are directed to the chairperson of the Education and Training Committee who evaluates/determine (with others as needed) whether formulating an IR-4 Advisory is the most appropriate means to communicate a resolution, and then drafts an Advisory (may be delegated, as needed to the requestor, or those most familiar with the topic). (2)The draft advisory is sent to members of the TC for review/comment. The TC chair or advisory author incorporates revisions and distributes the revised draft Advisory to Regional Field Coordinators, Study Directors, Quality Assurance, Education and Training Committee etc. for another review/comment. (3)New suggested revisions are incorporated and the Advisory is distributed for a final review/comment by the IR-4 PMC. (4)Upon favorable review by PMC, the Advisory is “published” and becomes part of IR-4 policy. The IR-4 Advisories are posted on the IR-4 website and distributed electronically to PMC members, Study Directors, Regional Field Coordinators, Field Research Directors, QA etc.¹

¹ Italics indicate this information is from IR-4 Operational Handbook, p.15. Plain font in this section indicates changes approved by the PMC.

Appendix

CURRENT MEMBERS – JULY 09

Robin Adkins, Roger Batts, Martin Beran, Debbie Carpenter, Ben Fraelich, Matt Hengel, Edith Lurvey, Marty Marshall, Bob McReynolds, Sherri Novack, Marylee Ross, Ken Samoil, Van Starner, John Wise and Bernie Zandstra.

The PMC approved the rotation of TC members as noted below.

Group Represented	Current Member	New Member
ARS FRD	Ben Fraelich	Sharon Benzen
WSR FRD	Bob McReynolds	Will Meeks