

**British Columbia
Farm Industry Review Board**

February 3, 2020

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DELIVERED BY EMAIL

Stephanie Nelson
Executive Director
BC Broiler Hatching Egg Commission

Bill Vanderspek
Executive Director
BC Chicken Marketing Board

Katie Lowe
Executive Director
BC Egg Marketing Board

Michel Benoit
General Manager
BC Turkey Marketing Board

Robert Delage
General Manager
BC Milk Marketing Board

Coreen Rodger Berrisford
General Manager
BC Cranberry Marketing Commission

Christine Koch
General Manager
BC Hog Marketing Commission

André Solymosi
General Manager
BC Vegetable Marketing Commission

Dear All:

**PUBLIC ACCOUNTABILITY AND REPORTING PROJECT – 2020 REPORTING
GUIDE AND TEMPLATES**

As BCFIRB committed to in December 2019, please find attached two documents: the 1) Public Accountability and Reporting Project (PARP) Reporting Guide; and 2) Templates in an Excel spreadsheet format to support the PARP reporting cycle in 2020.

Please note that the PARP Reporting Guide contains revised reporting measures and instructions from those provided in 2018. The measures and instructions provided in 2018 are replaced with the 2020 PARP Reporting Guide and PARP Templates attached.

**British Columbia
Farm Industry Review Board**

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These documents have been updated to reflect the feedback received at the meeting on December 9, 2019 with BCFIRB and all commodity board PARP project representatives, as well as with individual follow-up discussions with some of you.

PARP Reporting Guide & PARP Templates Spreadsheet

The Reporting Guide and the Templates are intended to help PARP reporting going forward by reducing workload and supporting consistent reporting across your eight sectors where appropriate.

BCFIRB staff have developed a PARP Templates Excel spreadsheet with pre-formatted tables that will auto calculate totals. The Templates are intended to make standard reporting easier. Please refer to the first tab in the spreadsheet titled “How to use these Templates” for instructions.

While all of the reporting measures in the Templates should be reported on, please use your discretion to determine the stylistic and formatting options best suited for information presentation.

Board Specific PARP Reporting

There are sections where BCFIRB asks your boards to define unique characteristics for your sector, such as types of production or farm size definitions. While we have provided broad examples of how a board might report within the Templates, it is the responsibility of each board to define the relevant details that will support their overall reporting and help them to capture the details that are specific to their sector. If you feel you need to modify a Template to better capture a reporting measure for your sector, please contact BCFIRB staff to discuss.

If you have any questions regarding the PARP Reporting Guide, or the PARP Templates spreadsheet, please contact Karl Martinson at karl.martinson@gov.bc.ca, or 778-974-3349.

2020 PARP Deliverable and Due Date

BCFIRB understands that the annual PARP reporting process creates additional demands on commodity boards and their resources. In an effort to minimize the impact of the reporting process, BCFIRB only requires boards to complete the Templates in the Excel spreadsheet format, as opposed to developing or creating a separate written report. Boards that wish to supplement their Templates with a short report or any additional materials can of course do so. We also ask that boards make their Template information, and any other accompanying information they provide to BCFIRB, publicly available.

BCFIRB plans to publicly release the next PARP Summary Report in Fall 2020 based on the information provided in your Templates.

Your PARP Templates, and any accompanying information, are due to BCFIRB by June 15, 2020 for your reporting period (e.g., 2019).

Thank you again for assistance with this important initiative.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Kirsten Pedersen', is positioned above the typed name.

Kirsten Pedersen
Executive Director

Attachments

PARP Reporting Guide
PARP Templates Excel Spreadsheet

cc: Al Sakalauskas, Vice Chair, BCFIRB
Commodity Board Member PARP Project Representatives
BCFIRB Website