

WORK PLAN FOR PORTION SIZE INDUSTRY BEST PRACTICE GUIDE WORKING GROUP

1. Overview of working group

1.1 Aim

The Healthy Food Partnership (the Partnership) aims to improve the nutrition of all Australians by making healthier food choices easier and more accessible and by raising awareness of better food choices and portion sizes.

1.2 Background

The development of an Industry Best Practice Guide (the Guide) was one of the recommendations of the Portion Size Working Group.

On 7 December 2018, the Partnership Executive Committee agreed to establish a time limited working group to develop an industry best practice guide on serving size (the Industry Best Practice Guide Working Group).

1.3 Objectives

The objective of the Industry Best Practice Guide Working Group is to develop a guide which will provide guidance and support to food companies to incorporate nutrition as a key driver in labelling decisions regarding the size of servings and the size of food and drinks offered.

1.4 Scope

Areas for guidance, relating to size of servings, include:

- Adopting consistent terminology
- Off-pack labelling information
- Voluntary goals relating to sizes of servings
- Promoting appropriate sizes of serving
- Serving control devices in product presentation
- Advice about sizes of servings in consumer communication material

The Guide should build on existing guidance, including:

- existing industry principles e.g. Australian Food and Grocery Council serving principles,
- existing FSANZ reference quantities
- existing jurisdiction information e.g. state government policies on healthy food guidelines in canteens
- guidance from other countries e.g. US Food and Drug Administration *Reference Amounts Customarily Consumed*

1.5 Timeframe

It is anticipated that 18-24 months will be required to complete the Guide.

2. Governance and reporting

The Industry Best Practice Guide Working Group will report to the Implementation Monitoring and Evaluation Reference Group (IMERG).

3. Membership

Membership will include persons with relevant skills/expertise in the following areas: public health, food retail, food manufacturing, primary production, research and evaluation, academia and other technical expertise as required.

3.1 Appointments/Nomination process

In the instance that a working group member resigns permanently, a replacement member may be appointed. Members of the Industry Best Practice Guide Working Group and the Executive Committee will be invited to provide suitable nominees with relevant skills and/or expertise to the Partnership Secretariat.

NOTE: It is expected that nominees will seek support for their involvement in the working group from their employer.

3.2 Current Membership

Member	Organisation
Kirsten Grinter (Chair)	Nestle
Eithne Cahill	Independent Consultant
Jennifer Thompson	Ai Group
Anna Rangan	The University of Sydney
Katherine Bathgate	Food Standards Australia and New Zealand
Kate Wilkinson	Dietitians Association of Australia
Laura Hatt	Department of Health
Anne-Marie Mackintosh	Australian Food and Grocery Council
Emma Stirling	La Trobe University
Liz Munn	NSW Ministry of Health

3.3 Conflict of interest

Members and observers have a responsibility to disclose and take reasonable steps to avoid any conflict of interest, real or apparent in connection with their membership or support of the Partnership. A conflict of interest register will be maintained.

3.3 Costs

Individuals are expected to make their own arrangements to meet the cost of their participation in the Industry Best Practice Guide Working Group.

3.4 Leave of Absence Provisions

In cases where members are required to take a temporary leave of absence (e.g. maternity leave, illness, family matters); the leaving member may nominate an observer for approval by the group.

The observer can contribute to the working group at the discretion of the group, but they will not be permanently appointed to the working group.

3.5 Workload and expectations

It is expected that the members of the working group will have the capacity to undertake the following tasks as required:

- Be available to participate in [regular] meetings
- Contribute to researching, drafting and/or editing papers
- Provide expertise and guidance

3.6 Meetings

The Industry Best Practice Guide Working Group will meet as required either face to face or via teleconference. Teleconference will be used where possible.

4. Administration

4.1 Secretariat Support

The Industry Best Practice Guide Working Group will be supported by the Healthy Food Partnership Secretariat, managed within the Department of Health. The Secretariat's role is to support the Executive Committee and the Industry Best Practice Guide Working Group.

The Secretariat will:

- Arrange working group meetings and teleconferences – including seeking meeting dates, booking venues and arranging catering;
- Collate, format and circulate meeting papers
- Record and circulate meeting outcomes and actions at each meeting
- Draft papers for and on behalf of the working group
- Liaise with contractors
- Co-ordinate out-of-session business
- Maintain a record of final papers and decisions

The Secretariat will correspond with members via the Healthy Food Partnership email address - healthyfoodpartnership@health.gov.au. To ensure that the Secretariat has visibility of all emails, members are asked to use this email address when corresponding with the Secretariat.

4.2 Confidentiality

All information relating to or prepared by/for the Industry Best Practice Guide Working Group is to be treated as confidential, unless otherwise agreed, and will be distributed on a strict need-to-know basis.

All agenda papers and reports shall be treated as confidential documents with circulation limited to the working group members and agreed observers, unless otherwise directed by the Executive Committee (and agreed with the provider of the information where necessary).

All discussions within meetings (and the records of these) will remain confidential unless an alternative agreement is made. Participants agree to contribute privately (and to treat the contributions of others as private) and will consult with their relevant sectors accordingly.

5. Key deliverables and activities

5.1 Key deliverables

Key deliverables for the Industry Best Practice Guide Working Group are:

1. Undertake an evidence and policy analysis to assess effectiveness of potential strategies
2. Consult stakeholders on feasibility of the suggested guidance
3. Develop an Industry Best Practice Guide for the Partnership Executive Committee to endorse and implement.

5.2 Key activities

Key activity	Indicative timeframe	Relevant deliverable
Identify and summarise existing guidance from literature and other policies (government, NGO and industry) including consideration of effectiveness.	February 2020	1
Identify priority categories	February 2020	1
Determine methodology to define serving size ranges for each category	February 2020	1
Obtain data on current serving sizes of priority categories	May 2020	1
Determine serving size ranges for each category	June 2020	3
Prepare complementary education materials for Industry	August 2020	3
Develop complementary consumer education	November 2020	3
Prepare a draft of the Industry Best Practice Guide to take to consultation.	December 2020	3
Consult stakeholders on the feasibility and usefulness of the suggested guidance.	February 2021	2
Consider industry feedback and update Guide as required	June 2021	2
Develop implementation plan to take to Partnership Executive Committee with the Final Best Practice Guide	December 2021	3
Prepare an Industry Best Practice Guide for the Partnership Executive Committee to endorse and implement.	December 2021	3

6. Consultation and key linkages

Consultation will be undertaken as required, potentially including with the Partnership Community of Interest, identified researchers, representatives of industry groups, food companies, and other key groups involved in portion size strategies.

7. Financial implications

All procurement must comply with Commonwealth Procurement Rules and will be conducted by the Department of Health in consultation with the Industry Best Practice Guide Working Group.