



**NOVA SCOTIA INSTITUTE OF AGROLOGISTS
ACTION PLAN -YEAR 1 PROGRESS UPDATE**

As per the following Action Plan Progress Report and FRPA Review Officer comments:
The area of non-compliance, as originally identified in the [December 19, 2022, FRPA review report](#), has now been brought into compliance.

Note: The intent of the Action Plan is to address the identified areas of non-compliance in accordance to Subsection 16(12) of the [Fair Registration Practices Act](#), quoted here:

Where the Review Officer, based on an assessment of the information provided in a report required under subsection (2), makes a finding that the registration practices of the regulating body are non-compliant with this Act or the regulations, the regulating body shall demonstrate compliance in the manner prescribed by the Review Officer within one year of the finding of non-compliance, unless the Review Officer extends the one-year deadline.

NAME OF REGULATING BODY: **Nova Scotia Institute of Agrologists**

ACTION PLAN TIMELINES:

TIMELINES FOR ACTION PLAN PROGRESS UPDATES					
	Action Plan Deadline	Action Plan Progress Update 1			
Due Date	2022-11-30	2023-11-30			
Actual Completed Date	2022-12-04	2023-12-19			

ACTION PLAN:

ACTION PLAN – AREA 1:	Response to FRPA Review Question #10: “Internal Review Training”.
FRPA SECTIONS:	Section 11
AREAS OF NON-COMPLIANCE TO BE ADDRESSED:	<p>NSIA has been found to be non-compliant with Section 11 of the FRPA, which states that:</p> <p><i>A regulating body shall ensure that individuals acting as decision makers in internal reviews receive training on conducting ...an internal review.</i></p> <p>Since “training” is not specifically defined within the FRPA, there is significant flexibility in determining the nature and format of the training (which may be a form of self-training). However, in order for the “training” to meet the requirements of this Section 11, it must:</p> <ol style="list-style-type: none"> 1. be structured /formalized; 2. focuses on the process of conducting the internal review; and 3. include a means of verifying that the training was “received”. <p>For example, a defined reading list would be sufficient to meet the 1st criteria. Examples of acceptable methods used to verify that the training was received include: 1) the results of a test, assignment, or some other forms of evaluation at the end of the training; and/or 2) a signed declaration that the training was completed.</p>
REGULATOR ACTION PLAN:	A training shall be developed
INTENDED COMPLETION DATE:	November 2023
Year 1: Action Plan update. Due: 2023-11-30	A training presentation has been prepared and we will be using the method of signing a declaration that training was complete for verification. The first session will be held after the AGM in April when those who are responsible for this task are set to change.
FRPA Review Officer Comments (2023-12-22)	The information provided above has been accepted as confirmation of compliance with the above cited FRPA Section.

SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

2024-01-02

X 

Signed by: KaraC_P2SClientCert

Name (print): _____

DATE: Click or tap to enter a date.