

Nutrition Policy Working Group

Background

ADEA has been approached by commercial enterprises to endorse a selection of products to be advertised as suitable for consumption by people with diabetes. While ADEA has reviewed a number of products for their Energy, fat, carbohydrate, fibre and sodium content per serve, Guidelines from reputable organizations were used in the assessment process.

The ADEA Board of Directors determined the ADEA requires its own policy to support endorsement processes.

Aim

To develop ADEA Nutrition Policy / Policies to guide the assessment of food products for suitability in a diabetes nutrition management plan.

Membership

The working group will comprise up to five ADEA members appointed by the ADEA Board of Directors. Members should be Accredited Practicing Dietitians and are either experienced in, or keen to learn the art of developing and writing Policy and /or Guidelines.

There will be capacity to co-opt additional ADEA members or external expertise to support the working group if required.

The Chair of the group has been nominated by the Board and is Melissa Armstrong.

Process

- Collect and review similar nutrition policies and guidelines.
- Assess these policies and guidelines for suitability for use by ADEA. Where policies and guidelines, or part thereof, are deemed suitable written permission must be obtained from the Company that has produced the document/s. Acknowledgement of cited material and the Company must be referenced in the ADEA document.
- Consider ADEA requirements and develop further points and commentary to meet these requirements.
- Develop a draft policy and briefing paper for the ADEA Board to consider for endorsement. Consider a launch/marketing strategy, including a plan, with proposed audience, time lines, budget and responsibilities to market the policy. This can be as simple as availability on the ADEA website and a launch at the ADS-ADEA Annual Scientific Meeting.
- Consider Board of Directors amendments and finalise policy ready for launch.

Procedure

The Working Group operates in accordance with relevant ADEA policies and procedures.

Meetings will be held by teleconference/webinar. One face to face meeting may be scheduled during the Annual Scientific Meeting.

A Working Group meeting quorum will be 50% plus one.

An agenda will be prepared and circulated to members one week prior to all meetings.

In the absence of the Chair, one of the other Working Group members will run the meeting.

One member will be appointed at each meeting to record the minutes and will circulate them among the group members within two weeks of the meeting.

The term of office for the Working Group is up to one year. During this period any vacant positions may be filled by advertising an expression of interest through the ADEA membership.

Reporting and communications

The Chair will ensure a copy of the minutes of all Working Group meetings is sent to the Chief Executive Officer at National Office.

The Chair will provide a brief summary and any recommendations on behalf of the Working Group to the ADEA Board via the Chief Executive Officer prior to each scheduled Board meeting.

The Chair prepares and submits a report to the Chief Executive Officer for the ADEA Annual Report.

The Working Group circulates all draft documents to the Board via the Chief Executive Officer for review and endorsements prior to any dissemination for consultation with the general membership.

All documents are clearly labeled "Draft" until such time as endorsed by the ADEA Board and/or adopted as ADEA policy.

Budget

Any funding of the Working Group to cover project proposals, face-to-face meetings and/or teleconferences must be part of the ADEA's budget process and is allocated at the discretion of the ADEA Board.

References and related policies and procedures

ADEA 2011 *Constitution*.

ADEA 2004 *By-laws*.

ADEA 2010 *Code of Conduct for Diabetes Educators*.