

ANZAPAP Development Group Terms of Reference

(Final V2 13 September 2016)

Membership:

AIA	Chris Smith
AACA	Kieran Wong from the original working group
AASA	Chris Landorf from the original working group
ADBED	New nominee TBC
Boards	Gary Bonato
Chair	Michael Ostwald from the original working group (formerly the nominee of ADBED)

Resources to support the ANZ APAP Development Group

- The AACA will provide the secretariat and research support to the Group itself
- Additional resources required for the consultation should be costed separately and shared between the owners
- Travel and video meeting costs to be shared between the owners
- Additional clerical resources required to support consultation to be agreed and shared between the owners of the ANZAPAP

Terms of Reference

The ANZAPAP Development Group will operate from August 2016 until 1 July 2017 (meeting dates post October 2016 to be agreed by the Group) and will:

- further review and develop the recommendations in the final report from the Review Group and provide detailed advice to the owners in a report from the ANZAPAP Review Group by the 21 October 2016
- develop the principles that will inform the funding model with the agreement of stakeholders
- develop procedural guidance and documentation for the procedure as a whole in consultation with stakeholders prior to final acceptance by the owners by 31 May 2017
- report regularly to the owners on progress and undertake further investigations at the request of the owners

Timeline (working backwards from 1 July 2017)

1 July 2017	Transition period
	Implementation including one-on-one meetings with 2017 NVP programs and establishment of briefing program for education providers
31 May 2017	Final draft submitted to joint owners for approval
10 March 2017	Circulate second draft for comment – 6 week turnaround. Tie in to ARB meeting, AACA Board, AIA NEC, AIA Executive, AASA and ADBED executive meetings
28 February 2017	Development group synthesises feedback
1 February 2017	Chair runs one-week intensive consultation process
31 January 2017	First draft procedure
20 December 2016	Research work complete, ready to write new procedure
31 October Teleconference Meeting	Progressing work and including report back to owners for meetings of AIA Council and AACA Board in November 2016
20 October	AACA National meeting communication of progress
30 September AIA-AACA Liaison Group	Discuss report from Development Group
28-29 September	AASA meeting communication of progress
22-23 September	NEC/AIA communication of progress

16 September Face-to-Face Meeting #1

Full-day working session including development of report back to owners on 30 September 2015

~~31 August 2016 Video Meeting~~

Discussion of TORs and stakeholder feedback
Consideration of detailed feedback from stakeholders

Seek feedback from key stakeholder groups and members of the standing panel on current shortcomings in the implementation of the current ANZAPAP procedure

Develop framework for advice for owners regarding feedback on recommendations from the review

Review existing ANZAPAP documentation and decide whether existing document is updateable or the extent to which a new document/format is required

Allocate tasks, agree meeting schedule and define deliverables within the timeframe directed by the owners of the ANZAPAP

Background material for Stage 2 Work Group

- Stage 1 Review and associated research
- Summary of stakeholder feedback
- Dropbox of full stakeholder feedback

Communication strategy

- Go back out to stakeholders and provide information through key opportunities such as NEC meeting (22-23 Sept), AASA meeting (Executive 27 Sept; AGM 28-29 Sept), AACA national meeting (20 Oct), ADBED (meeting to be confirmed).
- Develop an e-news portal updating progress through this phase of the review.
- Details of key milestones in consultation included in timeline.