

Lessons Management Handbook

Project Brief

<p>Context</p>	<p>AIDR is contracted by Emergency Management Australia (EMA) to manage the Australian Disaster Resilience Handbook Collection ('Handbook Collection').</p> <p>The Handbook Collection provides guidance on national principles and practices for disaster resilience. The Handbook Collection:</p> <ul style="list-style-type: none"> • is the authoritative and trusted source of knowledge about disaster resilience principles in Australia • aligns national disaster resilience strategy and policy with practice, by guiding and supporting jurisdictions, agencies and other organisations and individuals in their implementation and adoption • highlights and promotes the adoption of good practice in building disaster resilience in Australia • builds interoperability between jurisdictions, agencies, businesses and communities by promoting use of a common language and coordinated, nationally agreed principles. <p>Lessons Management (Handbook 8) has been scheduled for review.</p>
<p>Purpose</p>	<p>The purpose of the Lessons Management Handbook ('the handbook') is to:</p> <ul style="list-style-type: none"> • be the authoritative and trusted source of knowledge of lessons management in Australia • provide clarity on the nationally agreed principles regarding lessons management in Australia • identify and promote the adoption of good practice in lessons management • build interoperability between jurisdictions, agencies, businesses and community leaders by outlining common language and coordinated, nationally agreed principles; • align national disaster resilience strategy and policy lessons management by informing and assisting jurisdictions, agencies and other organisations and individuals in the implementation and adoption of these principles. <p>Where need and value are demonstrated, companion tools will be identified and developed to provide additional guidance and support to the handbook in these circumstances.</p>
<p>Audience</p>	<p>The intended audiences for the handbook are the people responsible for lessons management within their own jurisdictions, agencies, organisations, and communities. These agencies and organisations include Commonwealth, state, territory and local government departments, emergency management agencies and non-government organisations.</p> <p>The audience may also include community groups, educators, researchers, planners, businesses and the private sector that may also find content in the handbook that will be of value to them.</p>



	<p>It is expected that international organisations involved in lessons management will also use the handbook.</p>
Project Description	<p>The project will draw on and complement current and ongoing activity in lessons management and build on the capability and knowledge of organisations and individuals across the disaster resilience sector in Australia and internationally.</p> <p>The project will review and seek to address changes to lessons management and broader issues that have emerged since the publication of the previous handbook in 2013.</p> <p>A multidisciplinary expert reference group will inform the project and a content writer engaged.</p>
Outputs	<ol style="list-style-type: none"> 1. A project brief and project plan. 2. Engagement with and collaboration amongst the multidisciplinary reference groups and key stakeholders. 3. Environmental scan including needs assessment and gap analysis to inform handbook content and to reflect current good practice in lessons management. 4. A published Lessons Management handbook that will: <ul style="list-style-type: none"> • be published online with read, print, search and purchase functionality through the Australian Disaster Resilience Knowledge Hub and other AIDR websites. • be governed by a set of principles and guidelines to ensure compliance with the Australian Disaster Resilience handbook collection framework, policy and guidelines. • include a process for lifecycle management of the handbook. • include a framework for identifying and developing resources to support adoption and application of the handbook in practice. 5. National promotion of the Lessons Management handbook.
Outcomes	<p>The Lessons Management handbook will be developed with current and relevant content that will be easily accessible and useful for anyone involved in or interested in lessons management. The handbook will be recognised as a leading authoritative guidance in lessons management in Australia. It will be well-known and be referenced and form the foundation for development of more detailed, jurisdictional and agency relevant lessons management doctrine, plans and other documents.</p> <p>The project will increase general awareness of good practice principles in lessons management.</p>
Project Working Group Membership	<p>The AIDR Handbook Advisory Group will oversee the project planning, scope and delivery.</p> <p>The AIDR Handbook Advisory Group will provide governance and guidance to the review of the handbook within the national disaster resilience handbook collection including guidance on scope, purpose and project delivery.</p> <p>Members of the Working Group will be selected based on their skills, experience and sector or area of interest which their organisation represents.</p>



Key Milestones	Writer Appointed	August 2018
	Project brief and scoping	September 2018
	Project working group convened	September 2018
	Working group feedback on scope and content	September - October 2018
	First draft	October 2018
	Working group feedback on first draft	November 2018
	Second draft	December 2018
	Working group and stakeholder consultation	February 2019
	Final drafting and review	February - March 2019
	Submitted for sign off	March 2019
Related Documents	<p>Lessons Management Handbook - 2013 National Strategy for Disaster Resilience, 2011 Australian Emergency Management Arrangements Handbook Please add other resources to be considered in the review process.</p>	
About AIDR	<p>AIDR is a disaster resilience knowledge centre. We develop, maintain and share knowledge and learning to support a disaster resilient Australia. We work with government, communities, non-government organisations, not-for-profits, research organisations, education partners, and the private sector to enhance disaster resilience through innovative thought leadership, professional development and knowledge sharing.</p> <p>AIDR is funded by the Commonwealth Department of Home Affairs through Emergency Management Australia and supported by its partners, AFAC, Australian Red Cross and BNHCRC.</p>	
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