

# Lessons Management Handbook

## Working Group Terms of Reference

<b>Purpose</b>	The Lessons Management Handbook Working Group ('the working group') has been established to contribute to the review of the Lessons Management Handbook (Handbook 8), which forms part of the Australian Disaster Resilience Handbook Collection.																				
<b>Term</b>	The working group is appointed for the duration of the project, which is due for completion in 2019.																				
<b>Key Milestones (indicative)</b>	<p>This timetable is indicative and will be altered to ensure sufficient time for extensive consultation across jurisdictions:</p> <table border="0"> <tr> <td>Writer appointed</td> <td>August 2018</td> </tr> <tr> <td>Project brief and scoping</td> <td>August – September 2018</td> </tr> <tr> <td>Project working group convened</td> <td>September 2018</td> </tr> <tr> <td>Working group feedback on scope and content</td> <td>September 2018</td> </tr> <tr> <td>First draft</td> <td>October 2018</td> </tr> <tr> <td>Working group feedback on first draft</td> <td>November 2018</td> </tr> <tr> <td>Second draft</td> <td>December 2018</td> </tr> <tr> <td>Working group and stakeholder consultation</td> <td>February 2018</td> </tr> <tr> <td>Final drafting and review</td> <td>March 2019</td> </tr> <tr> <td>Submitted to EMA for sign off</td> <td>June 2019</td> </tr> </table>	Writer appointed	August 2018	Project brief and scoping	August – September 2018	Project working group convened	September 2018	Working group feedback on scope and content	September 2018	First draft	October 2018	Working group feedback on first draft	November 2018	Second draft	December 2018	Working group and stakeholder consultation	February 2018	Final drafting and review	March 2019	Submitted to EMA for sign off	June 2019
Writer appointed	August 2018																				
Project brief and scoping	August – September 2018																				
Project working group convened	September 2018																				
Working group feedback on scope and content	September 2018																				
First draft	October 2018																				
Working group feedback on first draft	November 2018																				
Second draft	December 2018																				
Working group and stakeholder consultation	February 2018																				
Final drafting and review	March 2019																				
Submitted to EMA for sign off	June 2019																				
<b>Roles &amp; responsibilities</b>	<p>The role of the working group is to:</p> <ul style="list-style-type: none"> <li>• Provide expertise and guidance on content for the Lessons Management Handbook ('the handbook') and ensure the working group has a national all-hazard focus.</li> <li>• Consult broadly across the jurisdiction to ensure an all hazards, multi-agency approach is represented.</li> <li>• Ensure the handbook reflects current good practice both within Australia and overseas.</li> <li>• Represent, seek direction and communicate decisions as both an organisational and jurisdictional representative on the working group.</li> <li>• Assist the project manager to establish a communication strategy within their area of representation and more broadly to key stakeholders.</li> <li>• Promote a nationally consistent approach to the development, interpretation, adoption and application of the handbook.</li> <li>• Ensure the handbook complements and is consistent (without overlapping) with other existing or proposed publications or other doctrine collections.</li> <li>• Work to the project timeline or suggest modifications to the timeline to the project manager as required.</li> <li>• Achieve project objectives through working within the project scope and participating in an integrated and collaborative approach with other members of the working group and broader stakeholder group.</li> <li>• Attend meetings by teleconference as required during the term of the project.</li> </ul>																				



	<ul style="list-style-type: none"> <li>Notify the project manager of any inability to attend a meeting or continue to perform the role of working group member.</li> </ul> <p>Formally signoff on the final draft handbook for submission to EMA through the AIDR Handbook Advisory Group.</p> <p>The working group takes direction from the Project Manager.</p>
<b>Membership</b>	<p>Representatives from key stakeholder organisations have been invited to join the working group.</p> <p>Members of the Working Group have been selected based on their skills, experience and sector or area of interest which their organisation represents.</p>
<b>Meetings</b>	<p>It is anticipated that the working group will meet approximately 4 times by teleconference during the course of the project and participate in out-of-session reviews and discussions via email, as required.</p> <p>The working group will endeavour to:</p> <ul style="list-style-type: none"> <li>ensure open discussion to provide for all interests and points of view to be heard during meetings</li> <li>seek consensus on matters under discussion and where consensus cannot be reached, the group will escalate matters to the Project Manager.</li> </ul>
<b>Secretariat</b>	<p>AIDR will provide secretariat, logistical and administrative support to the working group including:</p> <ul style="list-style-type: none"> <li>convening meetings and teleconferences</li> <li>ensuring all decisions are recorded</li> <li>drafting project scope and planning documents for review</li> <li>consolidating feedback to inform the writer's brief</li> <li>support the writer and working groups otherwise as required</li> </ul>
<b>Agenda &amp; minutes</b>	<p>AIDR will prepare and deliver meeting agendas and papers five business days prior to working group meetings. Minutes will be circulated no later than five business days after working group meetings.</p>
<b>Funding arrangements</b>	<p>AIDR has limited funding available to support handbook development and it is anticipated the majority of this funding will be used for research (if required), writing and workshop facilitation. It is expected members of the working group will be responsible for their own costs for participation in working group activities.</p>
<b>Policy and framework</b>	<p>The working group will undertake its work in a manner consistent with the principles and processes outlined in the most current version of Handbook Management Policy and Framework:  <a href="https://knowledge.aidr.org.au/media/5684/handbook-collection-management-policy-framework.pdf">https://knowledge.aidr.org.au/media/5684/handbook-collection-management-policy-framework.pdf</a></p>
<b>About AIDR</b>	<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>



	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.
--	--

## Project Governance



### Project Teams

The Project Teams provide the knowledge, authority and support to the project. The key members of the project team and their broad responsibilities are:

The **Project Sponsor** is Emergency Management Australia (EMA), through the Director-General EMA, who ultimately authorises the handbook's publication and subsequent adoption into the national handbook collection.

The **AIDR Governance Committee** provides strategic guidance and oversight of the handbook collection. The committee ensures that handbooks are consistent with national disaster resilience and emergency management policy through endorsement of the process of review adopted for each handbook. The AIDR Governance Committee delegates oversight of the management and review of the Handbook Collection to the AIDR Handbook Advisory Group.

The Committee is chaired by the Director-General EMA and includes representatives from AFAC, Australian Red Cross, Bushfire and Natural Hazards CRC and EMA.

The **AIDR Handbook Advisory Group** (AHAG) is responsible for overseeing management of the Handbook Collection and provides oversight for each publication through its lifecycle. This role includes advising the DGEMA on additions and revisions to, and deletions from, the national collection and ensuring compliance with the principles outlined in this policy for the management and governance of the Handbook Collection

AHAG is chaired by the AIDR Director Engagement & Projects and includes as required, nominees from EMA, AIDR, AFAC, the Australian Red Cross, and the Bushfire & Natural Hazards CRC. Other additional nominees may form part of the AHAG from time to time.

The **Project Manager** is appointed by the AIDR Director and manages the project from initiation to publication and launch. The Project Manager is responsible for delivering the publication described in the Project Brief within the time and resources allocated. Responsibilities include the selection of the author, convening steering committees and working groups, control and support of drafts, presentation of drafts for authorisation, final preparation for publication and dissemination of approved handbooks.



The Project Manager works closely with AHAG, Steering Committee and Working Groups to ensure that the publication is meeting its defined and agreed scope and purpose in accordance with the project plan. The Project Manager presents the completed publication to AHAG for authorisation.

The **Content Writer** conducts necessary research and prepares successive drafts of the publication in accordance with a writer's brief. Generally, the content writer will possess some expertise in the subject area but need not be the ultimate authority. The writer may also draft content outlines and framework documents and discussion papers.

**Working Groups** consist of authoritative individuals drawn from interested agencies and appropriate subject matter experts. They will review original content, inform development of the writer's brief and consider drafts. The working group members need to be sufficiently expert to provide good input and to give the handbooks a degree of intellectual authority. They also need to be sufficiently senior to speak with the authority of their organisation. Well engaged working groups are a powerful way to expose tacit knowledge – if the right people are present.

**Stakeholder Engagement** and project socialisation will occur through networks established throughout the project. The process relies on distribution of information from working groups to their national networks.