

Overview of Documents ANZPAA NIFS Groups

Reference Guide

The document provides a comprehensive overview of ANZPAA NIFS Groups, including a list of groups, their chairs, and their purposes. It also details the 2019 Meeting Approval Framework, which outlines the process for submitting and approving meeting agendas.

- List of 2019 Australia New Zealand Forensic Executive Committee (ANZFEC) Mentors / Group Chairs / NIFS Reps.
- Overview of:
 - Governance Framework
 - ANZPAA NIFS Groups Purpose
 - SAG Meeting Approval Framework.

Meeting Preparation

This form is used for registering attendees for ANZPAA NIFS meetings. It includes sections for Meeting Details (Meeting Name, Date, Time, Location), Personal Details (Name, Title, Email), Agency/Department, and a section for the attendee to acknowledge the conditions of the meeting.

Registration & Flight Booking Form

- To be completed by all meeting attendees no later than six weeks prior to the meeting (even if no flights required).

Agenda Template

- Add agenda items in consultation with ANZFEC Mentor.
- Attendee list table provided.
- SAGs to submit to ANZPAA NIFS at least 3 months prior to proposed meeting date.

This template is used to propose an agenda for ANZPAA NIFS meetings. It includes a section for the 2019 Meeting Approval Framework, Meeting Details (Start Date, End Date, Meeting Format, Location), and a section for the Proposed Agenda items.

Reporting to ANZFEC

This form is used for reporting to ANZFEC. It includes sections for Group Name, Reporting Period, Summary of Strategic Priorities, and a table for Strategic Priority (ANZPAA NIFS Role) and Summary of Activities (3 items maximum for each strategic priority).

Action Plan/ Quarterly Reporting Template

- Track progress against agreed deliverables and report activity to ANZFEC (acts as Business Plan).

This form is used for raising issues for strategic discussion. It includes sections for Group Name, Meeting Details (Date, Time, Location), Recommendation, Background, and Comment.

Raising Issue(s) For Strategic Discussion

- For raising issues for discussion and/or resolution.

This template is used for presentations. It includes fields for Group Name, Presentation Title, and Date. It is presented to workshop/conferences.

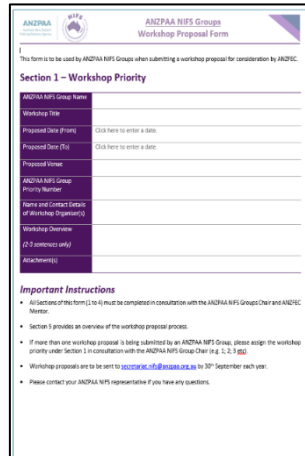
Presentation Template

- For annual presentation to ANZFEC.

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Workshop Proposal Form

- To be used when submitting workshop proposals to ANZFEF for consideration.
- Submission deadline is 30 September each year.



SAG Report Template

- To be used by SAGs when developing reports/guidelines/other documents for ANZFEF approval before distribution.
- Picture on cover can be changed to reflect content/preference.



ANZPAA NIFS Groups Terms of Reference

- This document provides information on the Terms of Reference (TOR) for the ANZPAA NIFS Groups and covers key elements including:
 - Purpose
 - Roles
 - Governance and accountability
 - Membership and responsibilities
 - Protocols and procedures.
- This TOR is applicable to all ANZPAA NIFS Groups and any additional information or deviations are detailed in the relevant Group's Annexe.

