

Overview of Documents ANZPAA NIFS Groups

Reference Guide

ANZPAA NIFS Groups 2019 Reference Guide

Group Name	Group Chair	ANZPAA NIFS Representative	ANZPAA NIFS Representative
ANZPAA	Pauline (ANZPAA)	Pauline (ANZPAA)	Pauline (ANZPAA)
ANZPAA	Pauline (ANZPAA)	Pauline (ANZPAA)	Pauline (ANZPAA)
ANZPAA	Pauline (ANZPAA)	Pauline (ANZPAA)	Pauline (ANZPAA)

2019 Meeting Approval Framework

The purpose of the ANZPAA NIFS Groups is to provide a forum for forensic science practitioners and representatives from police, justice, and other agencies to discuss and address critical issues, identify opportunities for collaboration and innovation, and to facilitate the development of forensic science policy and practice.

- List of ANZPAA 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

ANZPAA NIFS Meeting Registration Form

Meeting Details

Meeting Name: _____
 Date: _____
 Time: _____
 Location: _____

Personal Details

First Name: _____
 Last Name: _____
 Work Number: _____
 Email: _____
 Agency/Organization: _____
 Position: _____

Authorization

I confirm that the information provided is true and correct and I acknowledge the conditions of use.

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.

[ANZPAA NIFS Group Name] Proposed Agenda

2019 Meeting Approval Framework

Meeting Details

Start Date	End Date	Meeting Format	Preferred Location and Dates
_____	_____	_____	_____

ANZPAA NIFS User Only

Meeting Decision Outcome: _____
 Funding Approved (\$): _____

Reporting to ANZFEC

ANZPAA NIFS Groups Action Plan/Quarterly Reporting

Reporting Timeline

Quarter	Reporting Period
1	January - March
2	April - June
3	July - September
4	October - December

Summary of Strategic Priorities

Priority	Strategic Priority (ANZPAA NIFS Role)	Summary of Activities (3 items maximum for each strategic priority)
1	_____	_____
2	_____	_____
3	_____	_____

Action Plan/ Quarterly Reporting Template

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

ANZPAA NIFS Groups Raising Issue(s) for Strategic Discussion

Raising Issue(s)

Issue	Priority	Strategic Priority
_____	_____	_____

Recommendation

1. I recommend (action item): _____
 2. I recommend (action item): _____

Raising Issue(s) For Strategic Discussion

- For raising issues for discussion and/or resolution.



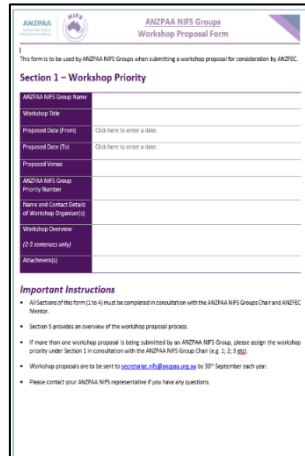
Presentation Template

- 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.

