

## **ATEM 2000 WRITERS GROUP**

### **REPORT TO EXECUTIVE MAY 1999**

---

#### **GOOD PRACTICE GUIDES**

A formal proposal has been made to AUA to jointly publish and develop Good Practice Guides, and AUA is commencing consideration of this during its May 1999 meeting.

Council will need to assign responsibility to a member of the Executive (who will have the power to co-opt assistance for the development of specific guides) to follow this through and to implement and coordinate.

#### **CORPORATE MEMBERSHIP**

ATEM 2000 has drafted renewal letters for the Executive Officer to send out during May 1999. The group is drafting the formal "agreement" for Corporate Member institutions to sign, which will clarify the relationship and expectations of both ATEM and the member institution. This will be circulated in draft form to the Executive or Council for clearance and subsequent implementation as part of the year 2000 renewal process.

#### **MEMBERSHIP SURVEY**

A separate preliminary report is attached (Attachment A) for information and discussion.

#### **STAFF EXCHANGES**

As agreed at the last Executive meeting, ATEM 2000 has now reviewed the existing policy and procedures, due to concerns that it was unnecessarily complicated. A revised policy and procedural document has been drafted (Attachment B). This extends the original policy, in that it caters to members of linked international organisations being able to make enquiries about opportunities; and also makes provision for Corporate Member institutions to contact members about job vacancies.

It is **recommended** that Council endorse the attached Staff Exchanges and Job Vacancies Policy for immediate implementation and dissemination to members.

#### **STRATEGIC PLANNING**

ATEM 2000 notes that Strategic Plan is not on the May Council Agenda due to other higher priority issues, but strongly **recommends** to Council that it be considered and updated at the September Council meeting. It will need to reflect incorporation activities, as well as, possibly, Foundation and related proposals on the May 1999 Agenda.

#### **REGIONAL MEMBERSHIP**

ATEM 2000 **recommends** that Council maintain a watching brief on this issue, as it has come through strongly in the recent survey of members who are unable to access the full range of ATEM activities, particularly in the professional development area. This is a branch and membership issue, and it is noted that all Branch Presidents are to report to the May Council meeting about what they are doing for their regional members.

Once a strong sponsorship base has been established by ATEM, Council may wish to consider introducing a travel subsidy to remote members to enable them to access professional development activities.

## **ANNUAL REPORT**

A TEM 2000 will finalise a draft report of 1998 and 1999 year-to-date activities which will be included both in the next edition of A TEM Matters, and prepared as a stand alone document for placement on the website. As part of this, A TEM 2000 will consider a format for the Annual Report for the AGM.

## **CONTINUING PROFESSIONAL EDUCATION PROGRAM**

A proposal for a continuing Continuing Professional Education Program is attached (Attachment B) for Council consideration. It is **recommended** that Council endorse the paper.

## **MARKETING PLANNING**

A TEM 2000 notes the proposal to establish a Foundation, and also acknowledges the actions being taken for Incorporation. These developments, if approved, will impact on marketing activities, and A TEM 2000 **recommends** that no further work on developing a marketing plan be undertaken, until these matters are resolved. It will then be important that Foundation activities and A TEM marketing and promotional activities are complementary.

## **REFERENCE MANUAL**

As a first step, A TEM 2000 has drafted a paper clarifying organisational arrangements (Attachment D). Further detail about the roles of Branch Executive Members, Council members, and the Executive Officer require development once Incorporation has been finalised.

The Executive Officer has drafted a Timelines document that will also require refinement and dissemination once the role clarification and Incorporation activities are complete.

## **CONFERENCE MANUAL**

A TEM 2000 notes that the Conference Manual is now a formally endorsed document, and that it requires dissemination to the 2000 Conference Organisers (and beyond). It is **recommended** that the document be placed in the Conference pages of the website.

## Membership Information

Work needs to be undertaken with Branches to ensure a consistent a package for potential members is developed. This package might include:

- The "Why join A TEM" brochure
  - The A TEM Strategic Plan" (summary version) brochure
  - The "About A TEM" brochure
  - Information on how to access the website, contact the Executive Officer, obtain passwords etc.
  - Branch specific details of Executive Members and contacts, professional development activities etc.
-