



# EXPERT ADVISORY GROUP IMPLEMENTATION STEERING GROUP

*An Ancillary Entity of the ACEM Board*

## 1. INTRODUCTION

These terms of reference of the Expert Advisory Group (EAG) Implementation Steering Group are established under, and are subordinate to, the *Policy on College Entities – COR334* (the Policy). Where doubt arises in relation to matters contained in these Terms of Reference, the Policy should be consulted in the first instance for clarity and/or resolution.

## 2. MEMBERSHIP

The steering group shall be composed of:

- (a) Ex-officio members
  - ACEM Immediate Past-President, or nominee
- (b) Up to two (2) FACEMs with knowledge and interest in matters that are the remit of the steering group, and backgrounds that ensure a range of perspectives are able to be provided to the group;
- (c) Up to two (2) FACEM trainees with knowledge and interest in matters that are the remit of the steering group, and backgrounds that ensure a range of perspectives are able to be provided to the group;
- (d) Up to two (2) external members who have acknowledged expertise relevant to the matters being considered by the steering group.

The two FACEM members and the two trainee members will be appointed by the ACEM Board following consideration of applications received through a call for Expressions of Interest from the wider FACEM and trainee cohorts.

The two external members will be appointed by the ACEM Board following receipt of recommendations through a process determined by the Board, having regard to the nature of the recommendations contained in the EAG Final report and the EAG Action Plan.

Members appointed to the steering group, including any co-opted or external members, must not have been involved in any aspect or in any capacity in the 2016.2 Fellowship Clinical Examination (OSCE), including as an examiner, confederate or a candidate, or in the preparation of the examination.

- (e) The following ACEM staff members will attend and participate in meetings of the steering group; however, do not have voting rights in regard to matters being considered by the steering group:
  - The Chief Executive Officer (CEO)
  - The Executive Director of Education and Training
  - Strategic Initiatives Implementation Manager
  - Governance and Standards Manager

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The steering group may co-opt up to two (2) additional members as required in order to progress specific matters that require specific knowledge and/or expertise not possessed by the membership outlined above.

### **2.1 Office bearers**

The Chair shall of the steering group shall be the Immediate Past-President. A Deputy Chair shall be nominated by the entity for appointment by the Board from among its membership described in 2 (a) – (c) inclusive.

The Deputy Chair shall act in the place of the Chair during any temporary absence, including for any matter(s) where the chair may be absent due to a conflict of interest.

## **3. RESPONSIBILITIES AND AUTHORITY**

The primary role of the steering group relates to facilitation of actions outlined in the *Expert Advisory Group on Discrimination (EAG) Action Plan* that arose from consideration by the ACEM Board of the Final Report of the EAG, submitted in October 2016.

Broadly, this involves: oversight of implementation by relevant College entities specific actions described in the *EAG Action Plan*; working with ACEM entities to develop initiatives in relation to specific actions outlined in the Action Plan; ensuring that the Board is fully informed in relation to the achievement of initiatives described in the Action Plan; and liaison with the Diversity and Inclusion Steering Group in relation to actions intended to meet recommendations identified in the EAG Action Plan as having overlap with the wider Discrimination, Bullying and Sexual Harassment (DBSH) Work of the College and commonalities with actions outlined in the College's *DBSH Action Plan*.

### **3.1 Responsibilities**

The responsibilities of the EAG Implementation Steering Group will include, but are not limited the following activities:

- Monitor the progress and implementation of the *ACEM EAG Action Plan*, ensuring regular reporting of progress to the ACEM Board and the provision of advice to the Board where concerns are identified in relation to proposed avenues by College entities;
- Provide advice and guidance to ACEM entities, including the ACEM Board, in relation to the implementation of initiatives intended to achieve outcomes described in the *ACEM EAG Action Plan*;
- In the context of implementation of the *ACEM EAG Action Plan*, liaise with the Diversity and Inclusion Steering Group to ensure matters of mutual interest contained in the action plans of both group are appropriately addressed.

### **3.2 Extent of authority**

- a) The EAG Implementation Steering Group will have the authority to oversee and approve day to day activities related to its responsibilities and which fall under the approved annual work plan and budget.
- b) The steering group shall provide recommendations to the Board in relation to matters that involve changes to College policy, processes and/or activities. The authority to approve or not to approve such recommendations rests solely with the Board.
- c) The steering group does not have authority to waive, vary or otherwise depart from:
  - above stated responsibilities;
  - its terms of reference;
  - the *Policy on College Entities*;
  - the terms or requirements of any other approved policy or regulation or similar document, and
  - the requirements of the Constitution and any relevant legislation.

### 3.3 Conflict of Interest

In accordance with the ACEM *Conflict of Interest Policy*, individual steering group members must declare any conflict of interest and otherwise act in accordance with that policy. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

Refer also to Section 2, 'Membership', above.

### 3.4 Reporting

The steering group shall report in writing to the Board following each of its meetings.

## 4. MEETING REQUIREMENTS

The policy allows for variation of meeting requirements, where this has been approved by the Board. The only such approved variations are as follows:

#### (a) Frequency of Meetings

The working group shall meet as required. Dependent upon agenda requirements, and within budget constraints, meetings shall be held face-to-face or by teleconference. The working group may also be required to make decisions out-of-sessions, when necessary.

## 5. DURATION OF WORKING GROUP AND OFFICE

- a) Initial appointment to the steering group will be until the date of the ACEM Annual General Meeting (AGM) to be held in November 2018, unless the Board determines the need for change prior to that time following an evaluation of the effectiveness of the steering group and its membership, which may be conducted at any time.
- b) At a minimum, membership of the steering group will be reviewed by the Board prior to the 2018 AGM in a timeframe that enables certainty in regard to ongoing appointment of steering group members.

## 6. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

### 6.1 Responsibilities

Document authorisation: ACEM Board  
 Document implementation: Strategic Initiatives Implementation Manager  
 Document maintenance: Governance and Standards Manager

### 6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Feb-2018	Approved by the ACEM Board