**Minutes 17-18 June 2013: NTRTN Committee**

**Date: 17-18 June, 2013**

**Time: 2.00pm – 4.00pm (17 June 2013) and 10am-11am (18 June 2013)**

**Venue: NTGPE – Level 3, Building 1, Yellow Precinct, Ellengowan Drive, Charles Darwin University**

**In Attendance: Professor Dinesh Arya, Chief Medical Officer (DoH), Professor Sarah Strasser (Flinders NT), Karen Harris (DoH), George Bethchev (HWA), Leonie Katekar (DoH), Dr Brett Dale (NTGPE), Vicki Woodrow (NTML), Dr Natasha Pavlin & Erin Lew Fatt (AMSANT),Christine Dennis (TEHN), Kathleen Luppino (CDU Proxy) & Janette Galton Project Mgr/Secretariat (DoH)**

**Apologies:**

**Gusts: Renae Moore (DoH), Bhavini Patel (DoH), Pauline Mattschoss (DoH), Norma Box (DoH).**

**Abbreviations:**

| ***Item*** | ***TOPIC*** | ***ITEMS FOR DISCUSSION*** | ***DISCUSSION AND CONCLUSIONS*** | ***ACTION/***  ***REFERRED TO*** | ***BRING UP /COMPLETE*** |
| --- | --- | --- | --- | --- | --- |
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| **1.** | **Welcome and thanks** |  | Dr Arya acknowledged contribution of the NTRTN Board for their oversight of the agreement with the HWA that was due to finish on 30 June 2013.  Dr Arya thanked Professor Sarah Strasser for her leadership and contribution at a time when the NRTRN was in its formative stages, especially for the time and effort she needed to put into NTRTN in addition to her very demanding other commitments. Other members of the NTRTN also acknowledged Prof Strasser’s leadership and thanked her for her contribution to the NTRTN.  Dr Arya thanked Vicki Woodrow, previous Project Manager of NTRTN (and now NTML representative) and Janette Galton, who was finishing her term as Project Management on 30 June 2013. Dr Arya also welcomed Norma Box who will take over the Project Manager role. |  |  |
| **2.** | **Structure for the NTRTN** | Structure to meet the aims of the HWA-DoH NTRTN agreement | Following discussions in relation to structure of the NTRTN over May and June it was thought that if the DoH was going to direct manage NTRTN, it would be better if the NTRTN was also chaired by the responsible executive of the DoH. Dr Arya had taken over as Chair.  Dr Arya outlined his thoughts on the likely progression of changes for the structure of the NTRTN committee.  Phase 1: NTRTN is chaired by the Department Executive (Dr Arya). Specific project management processes are put in place to ensure project meets timelines and expectations. Deputy Chair is appointed  Phase 2: Deputy Chair takes over as Chair and Dr Arya becomes ex-officio member of the NTRTN.  Phase 3: Department of Health, in consultation with the HWA considers whether it should continue to manage NTRTN or should consider sub-contracting this project to another organisation or entity.  Dr Arya proposed that DoH interest is in ensuring that the project is managed well and NTRTN committee is empowered to provide strategic direction. Therefore, he will assume the Chair as a facilitator, rather than as a voting member.  Committee members explored decision making considerations within this structure; role of the NTRTN Committee; whether in future HWA would consider funding other entities to manage NTRTN; etc..  The committee discussed the structure for managing the project and structure of the NTRTN committee and sub-committees to provide strategic direction to the NTRTN.  It was agreed that formal review of the structure should be planned for October 2013. |  |  |
| **3.** | **New business** |  |  |  |  |
|  | 1. **TOR** | * For approval | Discussed briefly on the 17th June and further discussion occurred on 18th June 2013.  Natasha and Brett will review proposed draft Terms of Reference and suggest changes out of session. | Natasha and Brett | Circulate Out of session |
|  | 1. **Deputy Chair appointment** | * For appointment | For appointment of chair at the next meeting | Chair | July 2013 |
|  | 1. **Communication Plan** | * For approval | Received by members – not discussed | Chair | July 2013 |
|  | 1. **NTRTN Stakeholder Forum** | * Proposed date: 9 August 2013 (all day event) * Barbara James house. 9 Mirambeena street, The Gardens. (Supporting NGO). | * Stake holder list * NTRTN Members may be contacted to contribute on the day. | Chair |  |
| **4.** | **Standing Items** |  |  |  |  |
|  | 1. **NTSLE** | * Progress report and Presentation | * HWA Agreement between DoH expires 30 June 2013 * DoH Agreement between Flinders University expires 30 June 2013 | Janette Galton |  |
|  | 1. **CSSP** | * Progress report and Presentation | * Presentation on the progress of the Program. * Examples of promotion materials & resources where distributed. * Interim Report due Friday 28 June 2013. | Renae Moore |  |
|  | 1. **Clinical Placement Data System** | * Progress report and Presentation | * ICT Contract - Dialog Information Technology won contract * Presentation due on Tech Specs in August 2013 | Pauline Mattschoss |  |
|  | 1. **GNARTN projects** | * Progress report | * Aboriginal and Torres Strait Island Continuing Professional Development Project – model ready for presentation to the wider GNARTN * Darwin as Centre for Prevocational Medical Education and Training – project progressing well and should be completed by end of June 2013. * CSSP workshop – NT hosted the CSSP workshop. Professor Strasser has prepared a report | Chair |  |
|  | 1. **NT Clinical Mapping** | * Presentation on progress | * Data on classification and location of Student’s the NT host * Current agreements in place * Brief overview on how the data is collected. | Bhavini Patel |  |
|  | 1. **Project Plan Progress** | Overview of the Project Management Plan tabled. | It was clarified that the Project Management Plan (tabled) was a high level plan to identify important milestones. For each sub-project a project plan will be developed to ensure that projects progress as expected. |  |  |
| **5.** | **Other business** |  |  |  |  |
| **6.** | **Correspondence In / Out** | * Nil |  |  |  |
| **7** | **Next Meeting** |  |  |  |  |
|  | 1. **Date and time** |  | 19th July 2013 | Brett |  |
|  | 1. **Host / Location** |  | NTGPE |  |