

From: Robert Boyd-Boland [<mailto:Robert.Boyd-Boland@ada.org.au>]
Sent: Friday, 31 October 2014 1:16 PM
To: Affiliates
Subject: Submissions [FE AS 1.6.3]

Dear Affiliates

The ADA Secretariat has encountered some problems in relation to preparation of submissions and in obtaining feedback from Committees and others in respect of those submissions.

At a recent Federal Executive meeting it was decided that the following protocol will now be followed:

1. The request for a submission will be circulated to relevant parties and this will be accompanied with a request for feedback on that submission to be provided within 10 days. The feedback should identify the issues that need to be addressed and the preferred option for the ADA to adopt in relation to the submission.
2. The Secretariat will then draft a submission which will be completed 14 days prior to the due date for the submission to be delivered.
3. This draft submission will be then sent to Federal Executive and to those that have responded with feedback to the initial request for input.
4. The submission will then be finalised and delivered to the organisation that has requested the submission.

Regards,

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