

Meeting: HBOW Signatory Steering Group

Attendees: Annette Williams, Carly Van Den Akker, Christianna Johnson, Claire Celia, Janine Reid, Julia Cooper, Kathryn Hogg, Morag Fitzsimons, Nikki Brouwers, Ray Collins, Thanh Tran, William de Haer

Apologies: Christina Bolger and Lisa Dive

Date: Thursday 29 January, 2015

Time: 2:00 - 5:30pm

Location: Level 2, Xchanging, 201 Elizabeth Street, corner Park Street

Chair: Suzanne Jones (0410421516)

Time	Item	Notes	Accountability
2.00	1. Welcome	<p>Welcome, introductions and housekeeping</p> <p>Aligning expectations and future directions</p> <p>Minutes:</p> <ul style="list-style-type: none"> - open and transparent - feed up to Executive Group - included in RACP newsletter to signatories <p>Mission and goals - specific and measurable outcomes</p> <p>Seeking consensus on way ahead. Evidence base supporting HBOW is well accepted – the group's approach to implementation will be consensus based</p>	Suzanne Jones
2.05	2. Becoming acquainted	<p>Members to provide brief overview:</p> <ul style="list-style-type: none"> - expertise, past and current roles - relevant past and current HBOW initiatives - motivation for joining the SSG <p>Reflect on collective expertise of SSG and capturing/documenting human capital of the SSG</p>	All
2.45	3. Charter of Principles (draft)	<p>Discussion and members to provide individual perspective</p> <p>Charter of Principles to be formally ratified OR</p> <p>Feedback sought to inform process of ratification</p>	Claire Celia, RACP

HEALTH BENEFITS OF WORK

2.50	4. Terms of Reference (draft)	<p>Discussion and members to provide individual perspective</p> <p>Terms of Reference to be formally ratified, OR</p> <p>Feedback sought to inform process of ratification</p>	Suzanne Jones
2.55	5. Context: RACP, Executive Group and SSG	<p>Accountability and reporting lines</p> <p>College timelines</p> <p>Nominations for position of Deputy Chair</p>	<p>Claire Celia, RACP</p> <p>Suzanne Jones</p>
3.00	6. HBOW SSG announcement	<p>Website and Fellows</p> <p>College expectations</p> <p>Building profile of SSG</p>	Suzanne Jones
3.05	7. Requirements of representative organisations	<p>Recognition of timelines for individual representative organisations re initiative involvement and budget</p>	Suzanne Jones
3.10	8. Building HBOW evidence base	<p>The RACP HBOW evidence base is being updated. Members to recommend helpful relevant data and resources to incorporate into the literature search</p> <p>Members to contribute and share experience so RACP is clear on what is called for to bolster our endeavours and support our initiatives</p> <p>Discussion on requirement for hard data and case studies required to take back to respective organisations before committing funding, signing off on or participating in proposed HBOW initiatives</p>	Claire Celia RACP
3.20	9. Informing the SSG	<p>Currency of thinking</p> <p>Interest in guest speaker</p> <p>SME input for specific initiatives</p> <p>Conferences and industry forums</p>	All
3.25	10. Signatories to the HBOW Consensus Statement	<p>Discussion:</p> <p>Expectations of signatory status</p> <ul style="list-style-type: none"> - changing to a message of accountability - how to measure level of activity and impact - SSG's role in expanding signatory status 	All

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3.30		Afternoon tea provided	
3.40	11. SSG outcomes for 2015	<p>1. GROUP BRAINSTORM</p> <ul style="list-style-type: none"> - what will we have achieved by December 2015 - Is there scope for group <u>and</u> individual/industry-specific goals - establish measures of success - consider Subgroups projects - recognition of universal areas of concern and focus <p>2. GROUP CONSENSUS</p> <p>SSG agrees to:</p> <ul style="list-style-type: none"> - 3-5 specific goals for 2015 end - short term goals for 3 and 6 month timeframes - industry-specific projects - forward recommendations to Executive Group 	
5.20	12. Other matters for consideration		All
5.25	13. Next meeting	Proposed date of 25 March 2014	All
5.30	14. Close		