

The MDAG's operating procedures

Potential options

Market
Development
Advisory Group
(MDAG)

Topics for discussion

- Group conduct
- Meetings
 - How, how often and when
 - Upcoming schedule
- Meeting materials
- Publishing meeting materials (on the Authority website)
- How the group will engage and consult
- Appointing a temporary deputy chairperson
- Interaction with the Innovation and Participation Advisory Group (IPAG)

Background: how previous advisory groups functioned

- How they met and when
- How their meetings normally went
- What worked well
 - Meeting with participants
 - Input from observers
- What could have worked better

Group conduct

- What 'ground rules' do the group want to set for how members interact:
 - with each other?
 - the secretariat?
 - external stakeholders?

Meetings

- How, how often and when?
- Upcoming schedule
 - Placeholder meeting dates through 2018

Meeting materials

- A preference for reports or presentations?
- Thoughts on using:
 - decision registers?
 - work plan updates?

Publishing meeting materials: options

- Once members have received them with no changes? ('fishbowl')
- After the group have met with no changes? (halfway house)
- Only following approval by group, incorporating requested changes if necessary?

Publishing meeting materials

- The options sit on a spectrum of:
 - transparency and accessibility
 - avoiding misunderstanding/miscommunication
 - providing a safe space for the messy process of policy making
- The benefits of each option involve trade-offs of the considerations above

How the group will engage and consult

The range of engagement options include:

- Online forums
- Presentations from experts
- Facilitated seminars and workshops
- Discussion papers
- Annual reports

Temporary deputy chairperson

- The group can appoint someone to this role if the chairperson is not available

Interaction with IPAG

- How does the group want to share ideas and processes?
- Combined meetings?