



## SUPPORTING COMMUNITIES FORUM

### DRAFT MEETING DECISIONS AND ACTIONS

---

<b>Date</b>	<b>Monday 9 September 2019</b>
<b>Time</b>	9:30 am – 1.00 pm
<b>Location</b>	Level 14, Dumas House, 2 Havelock St, West Perth
<b>Members Present</b>	Michelle Scott (Chair), Helen Creed (Deputy Chair), Jonathan Ford, Neil Guard, Jennifer McGrath, Tricia Murray, Carol Pettersen JP, Michelle Andrews, Julie Waylen, Ross Wortham, Debra Zanella, Louise Giolitto, Darren Foster, David Russell-Weisz, Suzi Cowcher.
<b>DPC</b>	Kim Lazenby (DPC), Jennifer Dass (DPC) and Lisa Brink (DPC)
<b>Invited Guests</b>	Emily Roper (DPC), Sarah Hooper, Lanie Chopping and Robin Ho (PSRU – DPC), Kate Alderton and Sarah Charbonneau (APCU – DPC), Kylie Whitley (WAPOL), Zan Blinco and Kate Waylen (Department of Communities), Jodi Cant, Kate Ingham and Steven Hill (Department of Finance)
<b>Member Apologies</b>	Pip Brennan, Lisa Rodgers, Adam Tomison, Kate George, Maria Osman, Dan Minchin and Vicki O'Donnell

---

#### MEETING START 9:35 am

#### 1. INTRODUCTORY TOPICS

##### 1.1 Acknowledgement of Country

On behalf of the Forum, the Chairperson acknowledged the traditional custodians of the land the Forum meets on, the Whadjuk people. The Chairperson acknowledged their continuing culture and contribution to the life of this region and the strength and resilience of the Noongar people in this land.

##### 1.2 Welcome, opening remarks and apologies

The Chairperson:

- noted apologies from Pip Brennan, Lisa Rodgers, Adam Tomison, Kate George, Maria Osman, Dan Minchin and Vicki O'Donnell.
- welcomed Jodi Cant, Director General, Department of Finance; and advised that Steven Hill will provide a brief update under the PRWG agenda item (Item 3.4).
- The Chairperson also updated members on:
  - the briefing meeting with Hon Minister McGurk and the Forum Deputy Chair in July 2019, providing an overview and update on the work of the Forum and the main business discussed at the 24 June 2019 meeting of the Forum;
  - the acknowledgement letter received from Minister McGurk advising of Government's decision and pathway to implementing the *Our Communities* Report and Outcomes Measurement Framework election commitments. Members noted the letter and look

forward to being informed about progress made post discussions at the Community Safety and Family Support Cabinet Sub Committee meeting in October 2019.

- the acknowledgement letter received from the Premier in response to the six-monthly update provided on the work of the Forum in July 2019.
- the end of term review meetings proposed to be conducted in the coming months to review the work of the Forum, given the Forum's two-year term concludes on 14 December 2019.

The Chairperson and the Deputy Chair will meet with each of the members personally to discuss and reflect on the achievements of the Forum, what has worked and what are some of the learnings and challenges faced over the past two years.

The review process will be of assistance to future iterations of the Forum in 2020 – 2021. It was agreed as an action item from the meeting that the Chairperson and Deputy Chairperson would brief Darren Foster, Director General of DPC as to the outcome of these discussions.

### **1.3 Confirmation of the meeting notes from the 24 June 2019 Forum meeting**

The meeting notes from the 24 June 2019 meeting were approved with no changes.

### **1.4 Actions arising from the 24 June 2019 Forum meeting**

Members noted all the completed actions arising from the 24 June 2019 Forum meeting.

### **1.5 Conflict of interest declarations**

No conflicts of interest were declared.

### **1.6 Supporting Communities Forum 2020 – 2021 – Expression of Interest Process**

The Chairperson introduced the item and invited Darren Foster, Director General, Department of the Premier and Cabinet (DPC), to provide an update. Darren advised members of an Expression of Interest (EOI) process coordinated by DPC to appoint membership of the new Forum 2020 – 2021, including the positions of the Chairperson, Deputy Chairperson, and 14 members to be drawn from the community services and academic sectors. A selection panel will then consider all of the applications.

Darren advised members that the EOI will be open for a four-week period commencing on Wednesday 11 September until Tuesday 8 October 2019. Applicants will be required to provide a covering letter indicating the position they wish to nominate for, a curriculum vitae, and contact details of two referees.

The Deputy Chairperson commented on the importance of including in the selection criteria the expectation of members being appointed and their ability to use their wider networks to support and progress the work of the Forum. Jonathan enquired if priorities for the new Forum to work on have been identified, as it would be good to take into account when prospective applicants are considering to nominate for a position. Members discussed the need for the Forum to be well informed by other significant advisory bodies for example the Interim Aboriginal Working Group and other reform initiatives.

Darren acknowledged comments received from the members.

The selection panel's recommendations will be forwarded to Minister McGurk and the Premier for approval, with final approval by Cabinet. The final appointment of a new independent Chairperson, Deputy Chairperson and community sector membership is anticipated to be completed by late November 2019.

## 2. STRATEGIC POLICY AND REFORM

### 2.1 Update and discussion on Department of Communities' Reform work (standing item)

Michelle Andrews, Director General Department of Communities (Communities), provided a brief update on the reform work underway within the Department.

Michelle Andrews advised members about the 'Agency Capability External Review' conducted by public sector reform expert Iain Rennie, commissioned by Communities to provide analysis and information on Communities progress since the 2017 Machinery of Government changes.

Members noted that the external review:

- builds on the internal agency capability reviews completed in May 2019;
- is informed by the staff cultural assessment survey and engagement workshops undertaken in 2018 – 2019;
- is focused on engagement with external stakeholders to capture their perspective on current performance and future opportunities;
- focuses on the following three areas for the immediate future, which also has an Aboriginal stream that cuts across all three areas. These include:
  - improving outward focus;
  - strengthening people; and
  - enhancing systems and processes (or “ways of working”).

Michelle advised members that open, transparent and extensive consultation via interviews took place with key staff. Michelle briefed members on the priority next steps of the review which will include:

- appointing a chief people officer and a chief data officer will focus on data and analysis of long term/acute data issues;
- strengthening mechanisms for external stakeholder engagement;
- establishing an Aboriginal elder's council to support co-design and shared decision-making; and
- establish an expert panel to advise on our stewardship of the child protection system and ongoing improvement in professional practice.

Michelle clarified the main role of the chief data officer is to ensure more timely and accurate data is being made available to the community services sector. Members also noted that the Aboriginal Elder's council is connected to the Aboriginal Community Controlled Organisations (ACCO) and noted the Noongar Family Safety and Well Being Council recent report.

Members discussed the possible interface with the existing 'National Framework for Protecting Australia's Children 2009 – 2020'. The Chairperson noted the good work underway focusing on child protection in a short span of time.

Michelle also briefed members on the suite of reforms in the Out-of-Home-Care sector developed by Communities in partnership with the community services sector. Members noted the following sub-groups set-up to focus on key issues, these include:

- the Aboriginal Cultural Engagement Sub-group focuses on inclusion of regional and remote Aboriginal regional communities and organisations;
- the Service Solutions Sub-group focuses on addressing existing system pressures; and

- the Finance Sub-group focuses on financial models and costings.

Michelle advised members that information on other reform initiatives such as the 10-Year Women's Plan and the 10 Year Strategy for Reducing Family and Domestic Violence will be circulated to members out-of-session for their input and feedback.

The Chairperson thanked Michelle Andrews for the brief update and noted that the Forum will seek opportunities to support and collaborate on the reforms underway in Communities.

**Actions:**

1. **Forum Secretariat to circulate the Department of Communities presentation to Forum members.**
2. **Forum Secretariat to circulate information (once provided by Communities) on the 10 Year Women's Plan and the 10 Year Strategy for Reducing Family and Domestic Violence out-of-session for their input and feedback.**

## 2.2 Update on Public Sector Reform (standing item) – Our Priorities

The Chairperson welcomed Sarah Hooper, Director, Public Sector Reform Unit (PSRU) and Lanie Chopping, Deputy Director, PSRU for the PSRU update agenda item.

The Chairperson introduced this item and invited Sarah Hooper, acting Director, Public Sector Reform Unit (PSRU) team in DPC to provide a brief update on the 'Our Priorities: Sharing Prosperity' program (the program).

Sarah Hooper introduced Lanie Chopping the newly appointed Deputy Director, PSRU to provide members with an update on the new Priorities Implementation Unit (PIU) leadership team and organisation structure.

Lanie advised members that the PIU will:

- drive delivery of the Our Priorities: Sharing Prosperity program;
- collaborate with agency data experts and front-line staff to test data and ask key questions;
- support, analyse, monitor and evaluate the program;
- capture the actions, outcomes and accountabilities of the Outcomes Activity Groups (OAGs); and
- report to OAGs, the Public Sector Leadership Council, Ministers and Cabinet.

Lanie also briefed members on the proposed stakeholder engagement approach. Members noted that:

- the PIU team is developing a stakeholder engagement plan that includes communication and engagement at a program level as well as at existing agency level relationships and mechanisms; and
- OAGs have been focusing on establishing the foundations for delivery over recent months; and are now moving into the delivery planning phase to develop specific actions that will address the targets. This includes both bringing in existing strategies that quantifiably contribute to the target and identifying new strategies to meet the gap.

Sarah Hooper proposed a round table discussion be held mid-September 2019 to provide a brief overview to members on the progress to date across the Our Priorities program, with a more in-depth discussion and exchange of ideas on one or two priorities. Sarah recommended the first roundtable be on either a) Aboriginal Wellbeing or b) Aboriginal Wellbeing and A Bright Future targets. Discussions would be led by OAG Convenors and oversight DGs.

Members discussed the benefit of having a more detailed update on all 12 priorities. It was agreed that the PIU will conduct the round table discussion, providing members with more detailed information and an update on the work of the OAGs across all twelve priorities. The round table discussion will seek input from members on how best the community sector could be engaged, drawing on the member's knowledge, experience and existing networks.

The Chairperson thanked the PSRU team for providing an update on the Our Priorities PIU and looks forward to the detailed update at the round table discussion to be scheduled late September or early October.

**Actions:**

- 3. Forum Secretariat to circulate the Our Priorities brief presentation to Forum members.**
- 4. Forum Secretariat to arrange for the PIU to provide a detailed round table discussion on the Our Priorities program.**

## **4. OTHER BUSINESS**

### **4.1 Cultural Competency**

**To note:** The Cultural Competency agenda item under 'Other Business' was discussed earlier in the agenda and therefore reflected in the minutes before item 3.1.

The Chairperson welcomed Kate Alderton, Director and Sarah Charbonneau, Manager from the Aboriginal Policy and Coordination Unit (APCU) in DPC, to provide a brief update on the cultural competency agenda items under 'Other Business' (item 4.1) on behalf of Kate and Maria.

Kate Alderton, Director, Aboriginal Policy and Coordination Unit (APCU) advised members of the cultural competency programs and initiatives currently pursued across the WA public sector by DPC and the Public Sector Commission (PSC).

Kate Alderton advised members that:

- the APCU is leading a partnership with [Reconciliation WA](#) through the development of an agreed program of activities aimed at embedding reconciliation in the everyday business activities of government. Over a four-year period from July 2019, the Government is funding \$1.05 million to support and promote the activities of Reconciliation WA. This funding will assist the Government to promote truth and reconciliation for all Western Australians;
- the APCU are in preliminary discussions with [Australian Institute of Aboriginal and Torres Strait Islander Studies \(AIATSIS\)](#) to learn more about the Core Cultural Competency Program as a potential option to strengthen the WA public sector's Aboriginal cultural competency. AIATSIS is a world-renowned research, collections and publishing organisation that promotes knowledge and understanding of Aboriginal and Torres Strait Islander cultures, traditions, languages and stories, past and present;
- the PSC in partnership with Jawun provides secondment opportunities for public sector leaders through the Jawun Indigenous Corporate Partnership Program (Jawun Program). The Jawun Program aims to generate cultural awareness at higher levels at the same time as contributing to Aboriginal economic advancement. More information on Jawun Secondment Partners and benefits of becoming a secondment partner is available at <https://jawun.org.au/jawun-community/secondment-partners/>;
- the PSC supports a number of employment and training initiatives for Aboriginal Western Australians through its Aboriginal Traineeship Program; and

- the PSC is currently developing a whole-of-sector Workforce Diversification Strategy (the Strategy) that will include a range of policy actions designed to improve representation and deliver better outcomes for all diversity groups across public employment. Consultation on the draft strategy will take place later in the year with the final strategy to be launched early in 2020.

Members discussed the need for clarity on government initiatives and if there will be links to ACCOs or a focus on not for profit organisations.

Members also discussed the importance of knowing who is being engaged as representatives of the Aboriginal community, and when are Aboriginal communities being represented, which will assist in making important links. Members discussed the importance of monitoring 'attitudes' and 'behaviours', including evaluation of behaviours conducted by service providers and service users.

It was recommended that the Forum note this information; and invite PSC to provide an update at the Forum's 2 December meeting, as leaders and facilitators of cultural competency initiatives across the WA public sector recognising the importance of improving service delivery and outcome performance for all Western Australians.

The Chairperson thanked Kate Alderton and members for their contributions to this discussion.

### 3. WORKING GROUP REPORTS

#### 3.1 State Homelessness Strategy Working Group – Substantive update and discussion

The Chairperson introduced this item, and invited the Co-Chairs Michelle Andrews and Debra Zanella to provide an update on this item.

Debra Zanella presented the draft Strategy and discussed the key lessons learned throughout the development and consultation process of the Strategy. The Department of Communities (Communities) is successfully leading the development of the 10-Year Strategy for Homelessness' (the Strategy) in partnership with the Working Group, community services sector and government.

Debra advised members that the Strategy is informed by a strong-evidence base resulting from extensive public consultation and good collaboration with the community service sector, peak bodies, state and local government, and people with lived experience throughout the metropolitan and regional WA.

Members noted the UWA Centre for Social Impact Report commissioned by Communities, titled Homelessness in Western Australia: A review of the research and statistical evidence which looked at the key trends and issues around homelessness.

Debra advised members about the ["When there's no place to call home: Stories of people who have experienced homelessness in WA" book](#) available on the Communities website for more information. The book is a collection of stories by people who have experienced life without a home in WA. Communities collected the stories during the consultation on the Strategy which will be used to inform the development of the 10-year Strategy on Homelessness.

Members noted:

- that the Strategy includes four focus areas namely, improving Aboriginal wellbeing; providing safe, secure and stable homes; preventing homelessness; and strengthening and coordinating our resources;
- that in addition to affordable housing, social housing is critical and important to address;

- the Strategy will require on-going discussions with the Aboriginal community;
- the Directions Paper received over 55 submissions on the proposed strategic directions with over 50 personal stories and insights shared on lived experiences of homelessness; and
- the Strategy identifies priority actions under four focus areas, that will have ongoing governance, accountability and progress reporting through the Forum.

Michelle and Debra advised members that implementation of this important Strategy will require shared responsibility and accountability, and will be implemented through two rolling action plans. The action plans will guide implementation, outlining who is responsible for implementing what, and by when. An authorisation process map is developed to guide implementation of the proposed priority actions, once agreed and finalised.

Members discussed the need for the Strategy to reflect linkages to other Government reforms such as the Sustainable Health Review, the 10-Year Women's Plan, the 10 Year Strategy for Reducing Family and Domestic Violence and the Premier's 'Our priorities'.

Members noted that the Strategy has the potential to positively impact on a number of targets set out in the Our Priorities: Sharing Prosperity program including the 'Aboriginal Wellbeing'; 'A Bright Future'; and 'A Safer Community' priorities.

Debra raised for discussion whether there had been appropriate consultation with Aboriginal people about the Strategy and that this posed some learnings for all. Jonathon responded by indicating that he was pleased with the consultation and the development of the Strategy and was looking forward to its release.

Members also proposed that recommendations be reviewed to identify priority areas for action. Members were requested to provide feedback on the draft Strategy to the Working Group Secretariat by 13 September 2019. Input and feedback from members will help shape and finalise the Strategy.

The final Strategy will be circulated to Forum members out-of-session for endorsement.

In summary, members noted the key lessons learned which include:

- the Strategy is informed by a strong-evidence base resulting from:
  - extensive public consultation in the metropolitan and regional areas, with more than 300 people attending the consultation sessions;
  - good collaboration with the community service sector, peak bodies, state and local government;
  - people with lived experience throughout the metropolitan and regional WA
- the inclusion of community sector representatives from two peak bodies WACOSS and Shelter WA on the Working Group provided valuable sharing of knowledge and experience from the community services sector;
- getting the right help at the right time for individuals experiencing homelessness is vital and makes a huge difference towards improving individual outcomes;
- the importance of linking the Strategy to other Government reform initiatives;
- the Strategy has the potential to positively impact on a number of the *Our Priorities: Sharing Prosperity* whole-of-government targets;
- the Strategy will require on-going discussions with the Aboriginal community; and
- implementation of this important Strategy will require shared responsibility and accountability.

The Chairperson thanked all Forum members for the points raised and discussed during the substantive update and discussion.

**Actions:**

5. Forum members to provide feedback on the draft strategy to the Homelessness Working Group Secretariat via the [SCF@dpc.wa.gov.au](mailto:SCF@dpc.wa.gov.au) by 13 September 2019.
6. The Forum Secretariat will circulate the final strategy out-of-session to Forum members for endorsement.

**Morning Tea**

**3.2 Collaboration Working Group – Brief update and discussion**

The Chairperson invited Co-Chairs David Russell-Weiss and Ross Wortham to provide the Forum with a brief update on this item.

David advised members that the Working Group has commenced drafting the final report which will incorporate a majority of the collected 32 case studies received from the government and community services sector. Themes are fairly consistent including the importance of trust between parties and the challenges of change management.

Ross Wortham advised members that the final Collaboration Report is expected to be completed in October 2019 and circulated to members out-of-session. The Working Group will provide a substantive update to the Forum at the 2 December 2019 meeting.

The Chairperson indicated that there was considerable interest in these reports and suggested that they be made widely available. The co-chairs indicated their support for this. The Chairperson thanked the Working Group for the update and the Forum looks forward to reading the final report once completed.

**3.3 Data Sharing and Linkage Working Group – Substantive Update**

The Chairperson invited the Co-Chair Darren Foster to provide the Forum with an update on this item. Darren indicated the importance of this legislation and introduced Robin Ho from DPC who is leading the 'Privacy and Responsible Information Sharing Project'.

Robin advised members about the significant benefits of the proposed legislation which include:

- a comprehensive privacy protection framework;
- improved accountability and transparency; and
- better outcomes for the community.

Robin also advised members about the privacy principles used in other jurisdictions, and about key questions explored to understand the community's sentiments. These questions include:

- what will happen if an individual's privacy is breached?
- how will government share information?
- when would an individual be willing to have their personal information shared?
- who will government share information with?

Members noted that the data sharing arrangements will enable transparency and accountability. These arrangements will also include the appointment of a 'Chief Data Officer' whose role will include:

- providing leadership for the better use of data;
- setting standards and give guidance;
- providing oversight over data sharing.

Currently in the public consultation phase, Robin advised members that Government is committed to ensuring the consultation process is inclusive and information is easily



accessible, enabling Western Australians have the opportunity to provide feedback on the legislation and to develop the best approach for WA.

A Discussion Paper was launched on 5 August and is open for a 3-month period, to allow public comment (formal submission or online comments) and to support the consultation period. During this period, inclusive consultation is occurring across the metropolitan and regional areas with special interest groups, including the WA Aboriginal community representatives; culturally and linguistically diverse communities; round table discussions co-hosted with organisations such as Telethon Kids Institute, the Health Translation Network, and WA Council of Social Services; regional information sessions; the public sector; as well as consultation with the transport, business and environment sectors.

Robin also advised members about a public information session held at the State Library on 4 September 2019 at 5.30 – 6.30pm, and two information sessions to be held at Community Resource Centres, supported through Linkwest on 13 September.

Robin also advised members that the Working Group will be preparing a draft response on the Discussion Paper to seek input and feedback from the Forum prior to making a formal submission before the 1 November closing.

Forum members thanked Robin Ho for a useful presentation and were pleased with the planned communication and engagement strategy. Members look forward to reviewing and providing feedback on the draft response prepared by the Working Group prior to making a formal submission before 1 November.

The Chairperson thanked all Forum members for the points raised and discussed. The Chairperson also thanked Robin Ho, the DPC project team and the Working Group for their engagement with the government and community services sectors.

#### **Actions:**

- 7. The Forum Secretariat on behalf of the Data Sharing and Linkage Working Group, will circulate the draft response on the discussion paper to Forum members for review and feedback.**

### **3.4 Procurement Reform Working Group – Substantive update and discussion**

The Chairperson welcomed Kate Ingham, Director, Strategic Advisory Services; and Steven Hill, Assistant Director, Funding and Contracting Services (FaCS), Government Procurement (GP) to the meeting. The Chairperson also welcomed Jodi Cant, Director General, Department of Finance to participate in the discussions and invited the Co-Chair Jennifer McGrath to open the item to the Forum.

Jennifer McGrath noted the changing culture throughout the WA public sector and the need for reforms across procurement practices and policy.

Jennifer provided an overview on current projects of the Working Group, and invited Steven Hill, Assistant Director, FaCS to present on the updated Good Procurement Practices Report (the GPPR). Steven advised members that:

- the draft report takes a strengths-based approach when reviewing the current community services procurement practices in WA.
- the draft report is aimed at supporting implementation of the Delivering Community Services in Partnership (DCSP) Policy and highlights:
  - the need for effective procurement planning;
  - improved technical procurement skills in both Government and the community services sector; and
  - relationship-based contract management.

- the report also details strategies to strengthen procurement practice through: meaningful stakeholder engagement and effective co-design training; capacity building of contract managers to develop trust with funded organisations and across the sector; as well as the need to provide support to and invest in training for contract managers and procurement specialists

Steven Hill advised members that the revised version of the final GPPR incorporates feedback received from members at the 24 June meeting. Members noted that the revised version of the GPPR:

- has been strengthened to highlight the roles and responsibility of key parties responsible for implementation of the GPPR namely Department of Finance, government agencies and the community services sector; and
- includes seven clear recommendations.

Members further discussed and suggested additional edits to the report, to:

- include in the report a reference to the wider procurement reform within Government and additional work being undertaken with the Department of Finance and PEAK bodies to improve procurement practices;
- prioritise recommendations into short-medium-long term basis; and
- to clearly highlight the mechanisms to be used by government to implement the GPPR once endorsed by the Forum.

The Forum provided in-principal endorsement of the GPPR and requested the final updated GPPR be provided to members out-of-session for final endorsement.

The Chairperson thanked all Forum members for the points raised and discussed. The Chairperson also thanked Steven Hill, Kate Ingham and Jodi Cant for participating in the discussions, and to the Working Group for their considerable work and engagement across the government and community services sectors.

#### **Actions:**

- 8. The Working Group to update the draft GPPR to reflect additional feedback received by Forum members. The updated report will be provided to Forum members out-of-session for final endorsement.**

### **3.5 Working Group Updates**

#### **Outcomes Measurement Framework**

Louise Giolitto provided members with an update on the continued work on the Outcomes Measurement Framework (the Framework) following its endorsement at the June meeting and subsequent submission to you for consideration on 27 June 2019.

DPC, Departments of Finance, Treasury, Communities, and WACOSS have worked together to develop a proposed 'Implementation Plan'. The proposed plan will outline a continuum of implementation options including what can occur within existing resources and what activities will require additional resources. The draft plan also proposes actions to further develop the measurement aspect of the Framework, including establishing targets and identifying methodologies to assess progress towards outcomes.

Louise advised members that the proposed draft plan will be considered at the Directors General Implementation Group meeting in September and the Community Safety and Family Support Cabinet Sub Committee meeting in October.

## **Communication about the Forum Working Group**

Members noted content of the update papers including the additions to the distribution list of the Forum's Communique; an updated Forum presentation; two-way engagement approaches to engage with District Leadership Groups; and a range of communication suggestions for how communications about the work of the Forum and its Working Groups could be enhanced.

## **4. OTHER BUSINESS**

### **4.2 WACOSS Networking Day**

Louise Giolitto, CEO, WACOSS advised members about the community sector networking day organised by WACOSS as part of its Conference will be held on 5 May 2020. The Community Sector Networking Day is a chance for the sector to come together to discuss key policies and issues impacting services in WA, and consider ways to address these. The keynote speaker at the event is likely to be from the New Zealand Auckland Council.

Louise advised members that this event would provide an ideal platform to showcase the work of the Forum, and is happy to work jointly with members to develop an agenda.

### **4.3 Forum Communications Update**

Members noted the summary of communications from 1 July to 6 September 2019.

### **4.4 Any Other Business and Reflection on the Meeting**

The Chairperson asked Forum members if there was any other business to be discussed. Forum members advised there was no additional business to be discussed.

The Chairperson thanked Forum members and Working Groups for their respective updates, contributions and discussions.

**The meeting closed at 12:59pm.**