

Consultation, Communications and Transparency : Work timeline(revised 04/11/2013)

(To be read in association with the document Governance Task Force, Consultation Communications and Transparency [Author ED])

AID	Activity	Comments	Deadline for completion	People involved
1	Identify all communications and consultation methods including both formal processes and custom and practice, and the particular process used for the consultation on the New Structure in 2012. (1.a, 1.b)	It is anticipated that much of the data collection can be carried out by AI UK staff working to a specification set by CCT. This will impact on deadline achievable	January 2014	CCT Members, selected AIUK staff.
2	Obtain similar information about other selected AI sections (1.g)	Discussions required with GTF/ AIUK senior staff regarding any protocols to be adhered to regarding contacts with other sections	January 2014	CCT Members, selected AIUK staff, other AI sections
3	Obtain guidelines, best practice and good examples for consultations and communications in membership and volunteer organisations (e.g. from NCVO, NGOs, charities, member organisations etc.) (1.g)		January 2014	CCT Members, selected AIUK staff.
4	Identify and obtain relevant AIUK documents on AIUK governance and operation(1.f)	It is anticipated that much of the data collection can be carried out by AI UK staff working to a specification set by CCT. This will	January 2014	CCT Members, selected AIUK staff.

		impact on deadline achievable		
5	Obtain similar documents from other selected AI sections and other relevant formal documents on international bodies (ICM,IEC Chairs Assembly etc)(1.g)	Discussions required with GTF/ AIUK senior staff regarding any protocols to be adhered to regarding contacts with other sections	January 2014	CCT Members, selected AIUK staff.
6	Identify intended and current practices used by governance groups (1.c, 1.d, 1.e)		February 2014	CCT Members, selected AIUK staff, Board and Sub-Committee members, other Governance group members
7	Identify key locations of decision making within AIUK (1.b, 1.c, 1.d, 1.e, 1.f)		February 2014	CCT Members, selected AIUK staff, Board and Sub-Committee members, other Governance group members
8	Obtain similar information from other selected AI Sections on processes of communication and consultation in respect of governance (1.g)	Discussions required with GTF/ AIUK senior staff regarding any protocols to be adhered to regarding contacts with other sections	February 2014	CCT Members, selected AIUK staff, other AI sections
9	Obtain information on engagement in	It is anticipated that much of the	February 2014	CCT Members,

	governance across segments of membership (e.g. AGM and EGM attendance figures for youth, student, local groups, individual members) (1.b)	data collection can be carried out by AI UK staff working to a specification set by CCT. This will impact on deadline achievable		selected AIUK staff, Board and Sub-Committee members, other Governance group members
10	Interview selection of: Board members (1.c) Sub-Committee members (1.d) Governance group members (1.e) Key and sample of AIUK staff Key and sample of members and member groups about perceived failings, issues and concerns, hopes and expectations.		February 2014	CCT Members plus individuals /groups identified in this specific action
11	Qualitative and Quantitative appraisal of what has emerged from above by CCT; including comparing AIUK structures, systems and processes to other AI Sections and other organisations, and with best practice; evaluate whether particular problems in any segment of membership		February/March 2014	CCT Members
12	Examine lessons learned/ recommendations emerging from other themes of GTF sub-groups and consider how these should be applied to communications of sub-committees and other governance related groups.		Dependent on timescale of work by other groups	CCT Members

13	Prepare draft recommendations for changes and improvements, covering all points of remit and cross-cutting issues		March 2014	CCT Members
14	Workshop/focus group or similar at 2014 AGM to get member views on draft recommendations before finalising for wide member consultation		April 2014	
15	Member consultation: invite comment and contributions from members (eg via AI magazine, Group mailings, email circulars etc.) about perceived failings, issues and concerns, hopes and expectations.	Precise timing dependent on precise timing of member consultation especially if undertaken as part of wider GTF consultation	After AGM 2014 May be requirement to synchronize with other GTF consultations	CCT members, other GTF members, AI UK members
16	Evaluate outcome of member consultation and finalise recommendations to GTF		Mid 2014	
17	Present recommendations to GTF and amend as agreed		Mid/late 2014	CCT Members

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Notes:

1. References 1.a, 1.b... etc refer to relevant section in document Governance Task Force, Consultation Communications and Transparency (Author ED).
2. Activity Identifiers have been added in column 1 for ease of reference.
3. GTF Meeting dates: Meeting 3: 16/11/2013 Meeting 4: 11/01/13