Emergency Management Planning Reform

FACT SHEET #10
UPDATED JULY 2020

Meeting facilitation for regional emergency management planning

This document provides an overview of the tasks required to ensure smooth operation and record keeping of a Regional Emergency Management Planning Committee (REMPC) and its subcommittees and working groups.

NOTE: "How To's" are included in the appendix

Nomenclature: Secretariat vs Meeting Facilitator?

Emergency management planning reform provides an opportunity and requirement to do things differently. To illustrate the differences in secretariat support provided to REMPCs under this planning reform when compared to what has previously been provided, we have decided to rename the role to 'meeting facilitator'. This more accurately describes what we see this role in being.

Who is the Meeting Facilitator for the REMPC?

According to its Terms of Reference, the REMPC will determine how the secretariat function will be managed. Each committee will likely identify a single Meeting Facilitator to fulfil this role, however the committee is welcome to consider role-sharing options.

The REMPC Meeting Facilitator is not expected to provide support to sub-committees or working groups.

Who is the Meeting Facilitator for subcommittees or working groups?

Each subcommittee or working group can decide how to complete the tasks required to ensure its smooth operation and record keeping. The committee is welcome to consider splitting up the responsibilities of meeting facilitation, or to identify a member to complete all tasks.

What the role of the Meeting Facilitator is and is not

In recognition that this is a new role set up under a new planning framework, there may be times when REMPC or subcommittee/working group members inadvertently ask a Meeting Facilitator to undertake roles that are beyond the scope of the role.

It is the expectation of EMV's Emergency Management Planning Reform team that REMPC members fulfil their own obligations and do not rely on the Meeting Facilitator to undertake these tasks on their behalf.

It may take time for committee members to embrace the functionality now directly available to them via the Microsoft Teams platform. Those fulfilling the role of Meeting Facilitator are empowered to 'push back' on any requests they consider outside of the scope of the role, and to educate the member on how they are to complete that task themselves.

*Common tasks that **ARE NOT** the responsibility of a Meeting Facilitator*

- Uploading documents to Microsoft Teams on behalf of committee members.
- Writing minutes of meetings (A written record of the action items is the minimum requirement. Meetings are also recorded where possible).
- Emailing members documents that are accessible on Microsoft Teams (including but not limited to meeting recordings, meeting papers or the action item register).
- Communicating with the committee on behalf of a member.
- Forwarding documents or invites to meeting proxies (this is to be done by the member themselves)
- Following up with members on the progress of action items.

*Common tasks that **ARE** the responsibility of the Meeting Facilitator*

The Terms of Reference for all REMPCs outline that each committee will determine how the secretariat function will be managed, and what these duties may include. This list aligns with and expands on what is detailed in the Terms of Reference and is suitable for subcommittees and working groups also.

NOTE: "How to's" for these tasks are provided in the attached appendix

In the lead-up to a meeting:

- Ensure a meeting invite is sent to attendees.
- Set up a new folder within Microsoft Teams for the relevant meeting
- Work with the Chair to confirm the meeting agenda and upload it to the Microsoft Teams meeting folder.

During a meeting:

- Immediately before the meeting, open all relevant documents in separate windows so that you can make updates as required throughout the meeting and also quickly share your screen as each document is discussed (i.e. share your screen with the action register when a review of action items is taking place).
  These papers will all be found on Microsoft Teams:
  - Meeting agenda – your chair my want you to share the agenda on the screen, especially for the benefit of those who do not have full access to Microsoft Teams
  - Any meeting papers
  - Action item register – for you to update in real time throughout the meeting
  - *REMPC only:* Decision register– for you to update in real time throughout the meeting
  - *REMPC only:* Contact list and attendance register – for you to note attendance. You may choose to log into the meeting 5 minutes early to start tracking the attendance so the chair can run through the attendee list by exception.
- If possible, start recording the meeting at the commencement of the meeting. If, for some reason, a meeting is not able to be recorded, ensure the Action Register is complete and accurate. You are not expected to hand-write minutes. A complete Action Register is sufficient record of the meeting.

  If the meeting is being held in person and not virtually, you may still record the meeting through other means.

After a meeting:

- If a recording was made, upload the meeting recording to Microsoft Teams
- Complete any action items assigned to you.
- Prepare for the next meeting.

Additional tasks *(for REMPCs only)*

- Coordinate out of session items at the request of the Chair.
- Upload the final Regional Emergency Management Plan to EM-COP.
- Work with the Chair to develop and send formal REMPC correspondence to key stakeholders. Various letter templates and pro-forma are available in the Emergency Management Planning Resource Library.
- Maintain the contact list of REMPC members and advise emergencyplanning@emv.vic.gov.au of changes to REMPC membership (as per the change of membership process outlined in the REMPC membership fact sheet).
- Provide new members with the REMPC member induction fact sheet.

The "How to" Appendix

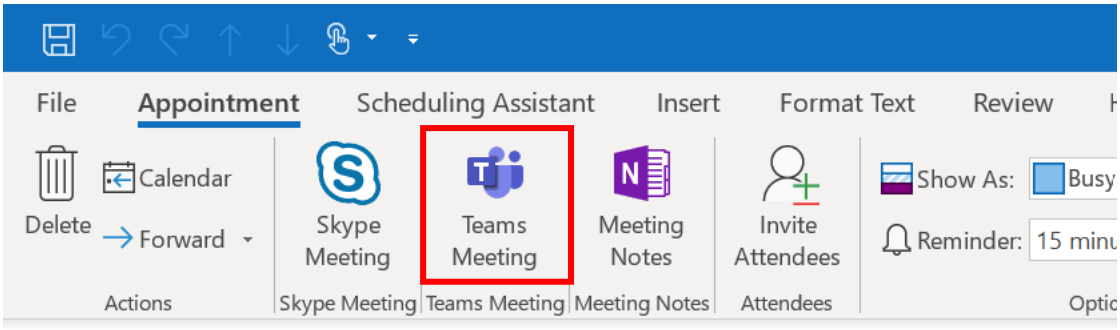
In the lead-up to a meeting 5
How to send a meeting invite from Outlook (recommended).....5
How to set up a folder for the next REMPC meeting.....5
During a meeting.....6
How to open Teams documents in separate windows 6
How to share your screen.....6
How to record a Microsoft Teams meeting 6
After a meeting 8
How to upload a meeting recording to Microsoft Teams 8

In the lead-up to a meeting

How to send a meeting invite from Outlook (recommended)

The Microsoft Teams calendar functionality is not as sophisticated as Outlook, and so we recommend using Outlook where possible.

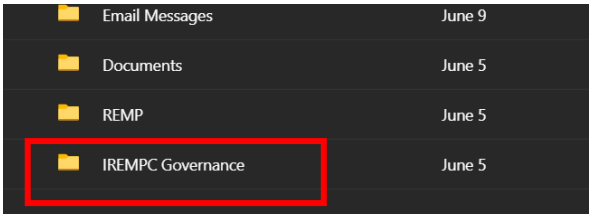
1. Set up a meeting, as per your usual Outlook practice.
2. To generate and embed the Microsoft Teams meeting link with one click, select the 'Teams Meeting' button. Those who do not use Microsoft Teams in further business as usual activity will not have this link and will need to seek a native Teams user to generate and provide this link for distribution.



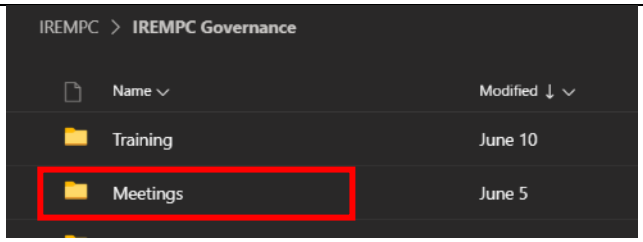
How to set up a folder for the next REMPC meeting

This will be where you save the meeting agenda and where REMPC members upload any papers they would like considered.

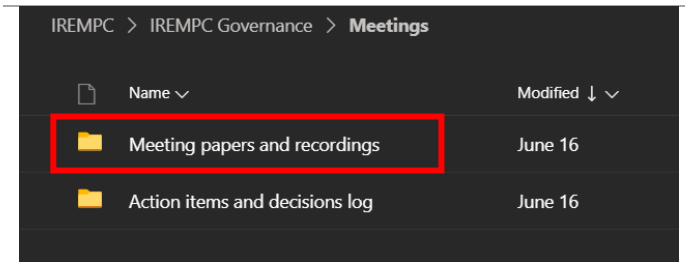
Click on the IREMPCs file tab.



Enter the IREMPC Governance folder.



Click on 'Meetings'.



Once you have entered the 'Meeting papers and recordings, create a new meeting folder using the following naming convention:

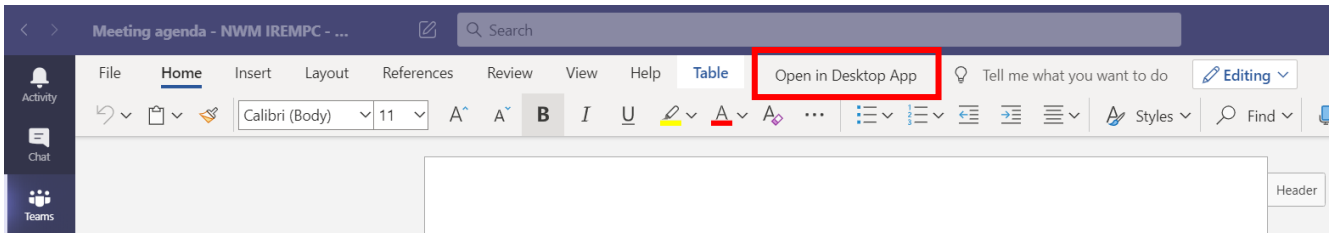
REMPC Meeting #X - YYYYMMDD

During a meeting

How to open Teams documents in separate windows

To open a document in a separate window, open the document in Teams then select the 'Open in Desktop App' button at the top of the Teams screen.

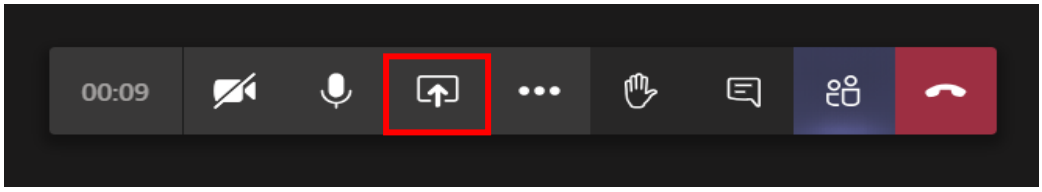
This will open the document in a separate window, but it is still linked to Teams, meaning that any changes you make are automatically updated into Teams when you close the window.



How to share your screen

During a meeting, you will regularly share your screen to show documents that are uploaded to Microsoft Teams, or to provide an update on the Action Items at the end of the meeting, for example. To share your screen, select the 'share' button.

Make sure you then select the relevant option for what you want to share.



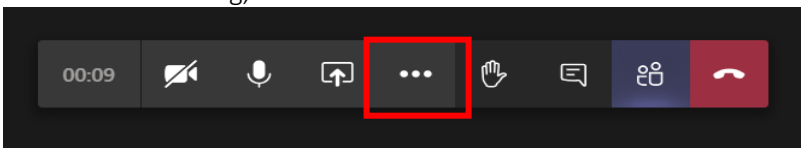
How to record a Microsoft Teams meeting

All meetings are recorded through Microsoft Teams, eliminating the need for detailed minutes to be taken.

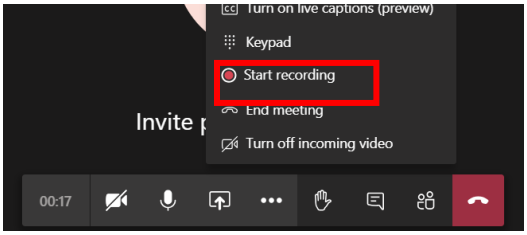
Note: In the event that you are unable to record a meeting, it is sufficient to ensure the action register and decisions log are updated to reflect the outcomes of the meeting. No detailed written minutes are required beyond the written record of action items and decisions.

To record a meeting:

1. Join the Microsoft Teams meeting.
2. Once in the meeting, click the three dots on the taskbar.



3. Press the ‘start recording button’.



4. You will know the meeting is being recorded when you see this message:

5. To end a recording, follow steps two and three and press ‘stop recording’. Alternatively, the recording will automatically stop once everyone has left the meeting.

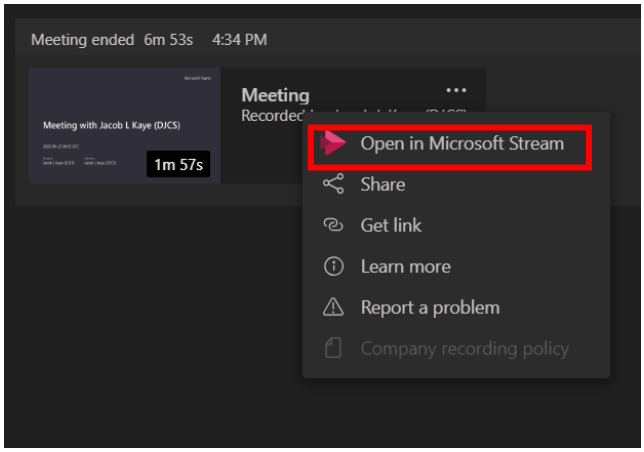
6. Refer to the “How to upload a meeting recording to Microsoft Teams” section for the post-meeting action required.

After a meeting

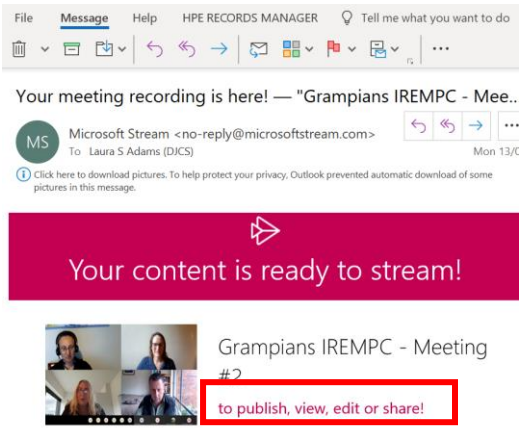
How to upload a meeting recording to Microsoft Teams

To assist in record keeping, all recorded meetings should be placed in a specific file structure within the relevant REMPC's channel. To download the meeting recording and to place it in the correct folder:

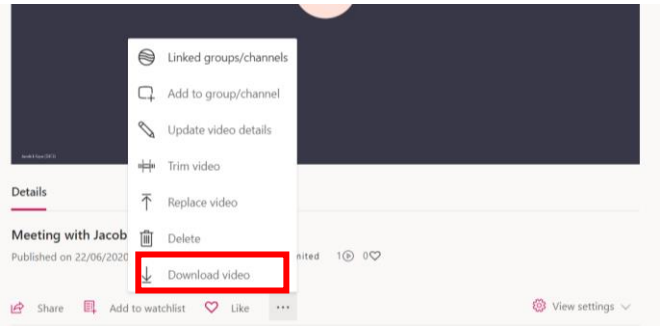
1. A: If the recording is in the Microsoft Teams general chat: Click on the three dots next to the completed recording in the channel chat function. Then, click on 'Open in Microsoft Stream'



OR 1. B: If the recording is sent to you via email: Select the "To publish, view, edit or share!" link in the email



2. Under the meeting title, click the three dots to bring up further options. Click 'Download video'.



3. Once downloaded, drag and drop the recording into the relevant meeting folder on Microsoft Teams.